

**West Suburban Women's Health  
Credit Card on File**

Patient Name: \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_

I understand that after insurance benefits have been received, patient will be responsible for remitting payment of any remaining balance due. Cash, check, and credit card are acceptable forms of payment. It is a requirement of our practice that all patients are required to keep an active credit card on file and will receive a paper statement for any remaining balance due. If payment is not received within statement terms, the credit card on file will be charged. Any past due balance will result in a scheduling hold on your account.

By Signing below, I authorize West Suburban Women's Health to charge the patient-responsible balance on my account to my credit card.

Visa  MasterCard  Discover  American Express

Name on Card (Print): \_\_\_\_\_

Cardholder Relationship to Patient: \_\_\_\_\_

Is this an HSA or FSA card:  Yes  No

**If yes, please provide a secondary credit card to be used in the event HSA/FSA funds are not available:**

Visa  MasterCard  Discover  American Express

Name on Card (Print): \_\_\_\_\_

Cardholder Relationship to Patient: \_\_\_\_\_

I authorize West Suburban Women's Health to charge the credit card listed up to but not exceeding the following:

\$250  \$500  Total amount due with no limit

## Frequently Asked Questions Regarding Credit Card on File Agreement

### How much and when will money be taken from my account?

Once the insurance explanation of benefits is received and posted to your account, you will be sent a statement and an email showing your portion. You will have statement terms to send an alternative form of payment if you prefer. **If no alternative payment is received within 30 days, your financial responsibility will be processed to the credit card on file.**

### How do you safeguard the credit information you keep on file?

Your card information is securely protected by the credit card processing component of our HIPAA compliant management system. This system stores the card information for future transactions using the same sort of technology that any online retailer would. We cannot see the card number – only the last four numbers. There is no way to export the card information out of our system. The only way to use it is to process a payment in our practice management system.

### I always pay my bills on time. Why do I have to do this?

We have to be fair and apply this policy to all patients. Keeping a credit card on file makes the checkout process easier, faster, and more efficient.

### Will I still receive a paper bill by mail?

Yes. You will receive a paper statement. If you prefer to pay by an alternative method, you may do so. If you do not wish to make any payment method changes, just hold onto the statement for your records and your card will be charged.

**Please sign and date this agreement:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_