

Kristine Eule, M.D.

Effective 9/1/2019..... We will now require all patients leave a Credit Card or Debit Card on file with our office.

Questions / Answers about leaving a Credit Card on File.

1) **Why do you have a credit card on file?** This is a convenience for our patients and a policy we have implemented to streamline patient billing.

2) **When will my card be charged?**

a) We bill your insurance first, wait for payment from your insurance company. If any balance is owed,

b) Then we bill you, how you request: credit card, debit card, cash, or check.

c) We bill when it's convenient for you: When you call us with your consent, at each appointment, on a specific day of each month, or by mailed statements.

d) If TWO statements are unpaid and we are unable to contact you, your credit card on file will be charged.

e) We will send any unpaid accounts to collections, and we will not be able to schedule you for any further appointments or refill any prescriptions until all balances are paid in full.

f) Before any surgery and delivery of your child.

3) **When would I be billed if I don't choose one of the options?** If you don't choose an option, and do not pay three months' statements that are mailed to you after your insurance payments are received, we will call you to make arrangements. If we are unable to contact you after five days, we will bill your credit card.

4) **Can you accept a debit card?** Yes.

5) **Can you accept American Express?** No

6) **Can you accept HSA/HRA Cards?** YES, however a 2nd credit / debit card must be on file.

7) **How often do I need to provide my credit card information?** Annually or whenever your card information changes, i.e.; card number, expiration date, or card type.

Patient Name: _____

Date of Birth: _____

Credit Card Number: _____

Circle one: Visa / MC / Discover

Expiration Date: _____

CVV: _____

Patient Signature: _____

Date: _____