

## CREDIT CARD ON FILE POLICY

At El-Amin Orthopaedic & Sports Medicine Institute, we require keeping your credit or debit card on file as a convenient method of payment for the portion of services that your insurance doesn't cover, but for which you are liable. Without this authorization, a one-time fee of **\$25.00** will be added to your account for any balances that we must attempt to collect through mailing monthly statement. Furthermore, an "outstanding balance" charge of 1.5 percent of the total bill will charge for each month that the bill remains unpaid. **If your balance is always PAID in FULL, you will not be charged ANY fees.**

Your credit card information is kept confidential and secure and payments to your card are processed only after the claim has been filed and processed by your insurer, and the insurance portion of the claim has paid and posted to the account. I authorize El-Amin Orthopaedic & Sports Medicine Institute to charge the portion of my bill that is my financial responsibility to the following credit or debit card:

Amex Visa Mastercard Discover

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_ / \_\_\_\_

Cardholder Name \_\_\_\_\_

Signature \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I (we), the undersigned, authorize and request El-Amin Orthopaedic & Sports Medicine Institute to charge my credit card, indicated above, for balances due for services rendered that my insurance company identifies as my financial responsibility. This authorization relates to all payments not covered by my insurance company for services provided to me by El-Amin Orthopaedic & Sports Medicine Institute. This authorization will remain in effect until I (we) cancel this authorization. To cancel, I (we) must give a 60-day notification to El-Amin Orthopaedic & Sports Medicine Institute in writing and the account must be in good standing.

Patient Name (Print): \_\_\_\_\_

Patient/Guardian/Parent Signature: \_\_\_\_\_

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