



CREDIT CARD ON FILE OFFICE POLICY
Effective March 1, 2017

Thank you for choosing Beverly Hills Foot and Ankle Center for your podiatry care needs. We are committed to providing you with exceptional medical care, as well as, making our office operations as efficient and effective as possible. Recent shifts in the healthcare industry have resulted in insurance companies increasingly transferring costs to the patients through deductibles, co-pays and co-insurance. In response, many providers are creating new office policies to address this shift in payment responsibility.

To streamline our billing and payment system and to provide a seamless, convenient way for patients to pay their portion of the medical cost, effective March 1, 2017, Beverly Hills Foot and Ankle Center will require all patients to keep an active credit card on file with our practice.

The credit card will be kept in a secure credit card merchant account (vault) through our payment processor. This is an encrypted and secure system, exactly like your online banking, hotel credit card on file and other credit card processing systems. Once the credit card number is entered into the secure and encrypted system, our staff will not have access to that information, but we will be able to process charges pertaining to the patient’s responsibility. Circumstances when your credit card would be charged include but are not limited to: missed co-payments, deductible and co-insurance, any non-covered services and/or denial of services by the insurance company.

Your insurance company will send you an Explanation of Benefits detailing their portion of the payment as well as the remaining patient responsibility. The remaining patient responsibility is the exact amount that will be charged to your credit card, alleviating the need to send you printed statements and engaging in any protracted collection efforts.

Pre-Authorized Consent for Credit Card on File

By signing below, I agree to the Beverly Hills Foot and Ankle Center’s Credit Card on File Policy and I authorize Beverly Hills Foot and Ankle Center to keep my signature and a valid credit/debit card number securely on-file in my account. I allow Beverly Hills Foot and Ankle to automatically charge my credit card for any outstanding balances. These may include: insurance denials, missed or cancelled appointments, deductibles, co-insurances, partially paid claims, unauthorized procedures and missed co-pays.

If the credit card I give today changes, expires or is denied for any reason, then I agree to immediately give Beverly Hills Foot and Ankle Center a new, valid credit card which I will allow them to key-in over the phone. Even though Beverly Hills Foot and Ankle Center will not be swiping the new card in person, I agree that the new credit card will still be subject to the financial polity listed herewith and may be used with the same authorizations as the original card which I presented in person.

I understand that I am responsible for payment of all medical services provided to me by Beverly Hills Foot and Ankle Center. I understand that my insurance may deny or delay payment for these services or only partially pay for them, and I agree to allow Beverly Hills Foot and Ankle Center to immediately charge my credit card on file for the balance that I owe. I understand that this authorization form is valid until I cancel my consent through a written notice to Beverly Hills Foot and Ankle Center.

Signature of Patient / Credit Card Holder (or Legal Guardian)

Date

Name of Person Signing Above

Relationship to Patient