



## Secure Credit Card on File Policy

Skin Professionals West requires patients to keep a credit or debit card on file to pay any balance due after insurance has made payment to us (includes both primary and secondary insurance companies) and for self-pay patients. This card will be used only to charge the balance due on the patient's account (co-payments, co-insurance amounts, deductibles, no-show fee, returned check fee, interest charge for overdue payments, payment plan installments and other fees listed in our Financial Policy and General Consent). **We will send you one invoice and await payment. If no payment is received within 20 days after the date of the invoice, we will charge your card on file the outstanding balance due.**

If you do not have a credit or debit card, we will need a check for \$100 written out to Skin Professionals West to be kept on file.

Itemized receipts will be sent to you for any charges made to your credit or debit card.

We do not physically store your credit card information on paper or on our computers. Your credit or debit card information is kept on file securely with Modernizing Medicine, our secure, cloud-based third-party HIPAA and PCI compliant electronic practice management software provider.

Please provide your credit or debit card to the front desk staff to enter in your electronic chart.

Thank you

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By signing this form, I authorize Skin Professionals West to charge co-pays and any outstanding balances on my account to the credit card, debit card or check kept on file.

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patient Name (Printed)

\_\_\_\_\_  
Witness

\*For patients with financial hardship or other extenuating circumstances a payment plan can be worked out with the office.