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CCSD Credit Card Authorization Policy

As you know if you ever checked into a hotel or rented a car, the first thing you are asked for is a credit card, which is imprinted and later used to pay your bill. This is an advantage for both you and the hotel or car rental company since it makes checkout easier, faster and more efficient.

CCSD would like to make it simple for you to pay any services that are your responsibility after your insurance company processes your claim. We simply maintain your Visa, MasterCard, Discover, American Express, Flex plan or checking account information on file to satisfy any patient responsibilities such as deductibles, co-insurance or other balances. If you are not aware of your insurance benefits, including your deductible and co-insurance amounts, please contact your carrier. If you have a high deductible, it is recommended that you provide a credit card as opposed to a debit card or check. We will do everything possible to maximize your insurance benefits.

This policy will be advantageous to you since you will no longer have to write and mail us a check for your balances. This also will have a positive effect on the environment. This payment process will not compromise your ability to dispute a charge or question your insurance company's determination of payment.

As we continue to strive to protect the security of your personal information, your credit card information is encrypted to CCSD employees. Your credit card information is stored in a high-security system that goes beyond Payment Cared Industry (PCI) compliance using Point-to-Point Encryption (P2PE) which involves a combination of secure devices, applications, and processes that encrypts the card data from the first interaction at the point of sale up until the data reaches the secure payment processing environment.

Co-pays will still be due at the time of the visit. If you have any questions about this payment method, do not hesitate to ask.

Please check only one option:

- Option 1: To Secure Credit On File - You will receive one statement from our office. We require payment in full within 10 days of the statement date. If payment is not received, we will charge your credit card on file. If you would like to pay with an HSA card, we ask that you also include another form of payment on file.

Credit Card Information:
Name of Patient: Last First MI
Name of Cardholder: Last First MI
Card Type: Visa MC Amex Discover Expiration Date: CVV#:
Credit Card Number (last four numbers only):
Billing Address (Required):
Phone Number:
Authorized Signature: Date:

I authorize Chicago Cosmetic Surgery and Dermatology, LLC (CCSD) to securely maintain my credit card account information and to charge my account in full for any outstanding balances after my insurance carrier has processed my claim(s). I agree to inform CCSD of any changes regarding my credit card account number and/or expiration date. This authorization will remain in effect until revoking in writing by the cardholder which will apply to future dates of service only. There will be at \$35.00 fee for non-sufficient funds.

- Option 2: Payment Estimator - Our provider payment estimator tool helps our office determine how much you will owe for an office visit or procedure. We will collect your responsibility at the time services are rendered.
Option 3: I am Self Pay only and will pay the full balance at the time of service.

I read, understand and agree to this policy. (Parent or guardian complete if patient is a minor).

Print Name Signature Date

## Welcome to CCSD

1. Office visit and/or procedure occurs.



2. Your claim is filed to insurance provider(s).



3. Your insurance provider processes your claim.



4. All insurance adjustments and payments are applied to your claim.



5. A statement is sent to you if you have a remaining balance.



6. If payment is not received within 10 days of the statement date, the balance will be charged to the credit card on file.

***As a reminder, you will receive one statement from our office. Please contact your insurance provider if you are unaware of your deductible and/or co-insurance amounts. Please don't hesitate to call our insurance and billing staff at 312-245-9965 ext. 108 or 103 if you have any questions.***

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