



Credit Card Authorization

If you have 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 rental company, since it makes checkout easier, faster, and more efficient.

We have implemented a similar policy. You will be asked for a credit card at the time you check in and the information will be held securely. You will always have the option to pay fees using another payment method, if you do so in a timely manner. Charges to the credit card will be determined in the following manner:

Copays/Self Pay Charges – Copays are due on the date of service, per your contract with your insurance company. Self-pay charges are due on the date of service, per your agreement with our office. You may present another method of payment prior to, or at the time of service. *If another method of payment is not offered by the date of service, your credit card will be charged.*

Co-Insurances and/or Deductibles – These amounts are determined after your insurance company has completed processing your claim. At that time, if a balance remains on your account, a statement will be sent. You will have 45 days to make a payment on the account using another method of payment. *If, at 45 days, no payment has been received, your credit card will be charged for any balance over 45 days old.*

Psychological Testing/TMS – Insurance benefits for psychological, neuropsychological testing or TMS are often different than the benefits that would apply for other visits to our office. For this reason, we will require a credit card on file if you are scheduled for any of these treatments. If a balance remains on your account after your insurance company has processed your claim, a statement will be sent. You will have 45 days to make a payment on the account using another method of payment. *If, at 45 days, no payment has been received, your credit card will be charged for any balance over 45 days old.*

Late Cancellation or No Show Charges – These charges are generated by your provider if you fail to show up for a scheduled appointment, or if you do not give adequate notice (24 hours) for canceling an appointment. If you incur such a charge, a statement will be sent. You will have 45 days to make a payment on the account using another method of payment. *If, at 45 days, no payment has been received, your credit card will be charged for any balance over 45 days old.*

Our Credit Card on File Program is intended as both an advantage to you and to our office. You will no longer have to write out and mail us checks, and in turn, it will greatly decrease the number of statements that we have to generate and send out. The combination will benefit everybody in helping to keep the cost of health care down. This will not compromise your ability to dispute a charge or question your insurance company’s determination of payment. If you have any questions about this payment method, do not hesitate to ask.

****PLEASE NOTE:** If the Credit Card provided expires, becomes invalid, or lacks sufficient funds, it will be required that you update your Credit Card on File information and/or pay your balance in full in order to reschedule with your provider.

Authorization to Charge my Credit Card

Until further notice, I authorize SunPointe Health to charge patient balances on this account to the following credit card:

Patient Name (printed): _____ Patient Date of Birth: ____/____/____

Card Type (circle one): Visa Mastercard Discover

Name on Card: _____ Card Holder Signature: _____ Date: ____/____/____

Credit Card Number: _____ - _____ - _____ - _____ Exp. Date (mm/yy): ____/____ Billing Zip Code: _____

Email address for receipts (please write legibly): _____

****DO NOT PROVIDE A FLEX/HSA/HRA CARD AS YOUR CREDIT CARD ON FILE. WE WILL NOT BE HELD RESPONSIBLE FOR DETERMINING ELIGIBLE CHARGES ON THOSE TYPES OF ACCOUNTS.****