



Secure Credit Card on File Policy

(Rev. 1/3/2022 -GM)

Darabi Dermatology 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 fees, returned check fees, interest charges 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 the card on file the outstanding balance due.**

If you do not have a credit or debit card, we would require a check for \$100 made out to Darabi Dermatology 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 into your electronic chart.

Thank you.

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

Signature: _____ Name (Print): _____

Today's Date: _____ Staff Witness: _____

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