

## CREDIT CARD ON FILE POLICY

At Empowerment Counseling Center, we require keeping your credit or debit card on file as a convenient method of payment for the portion of services that your insurance doesn't cover, but for which you are liable. You do have the ability to change cards at any time.

Your credit card information is kept confidential and secure using our integrated Electronic Medical Records and credit card processing services of Cayan. Your card will only be charged using the following criteria:

1. Copayments and deductibles due at the time of services.
2. Claims processed by your insurer and the insurance portion of the claim has been paid and posted to your account.
3. Missed appointment fees, when applicable, the day of the missed appointment.

I authorize Empowerment Counseling Center to charge the portion of my bill that is my financial responsibility to the credit card on file.

I (we), the undersigned, authorize and request Empowerment Counseling Center to charge my credit card on file for balances due for services rendered that my insurance company identifies as my financial responsibility and/or missed appointments as outlined in the missed appointment policy.

This authorization relates to all payments not covered by my insurance company for services provided to me by Empowerment Counseling Center.

This authorization will remain in effect until I (we) cancel this authorization. To cancel, I (we) must give a 60-day notification to Empowerment Counseling Center in writing and the account must be in good standing.

Patient Name (Print): \_\_\_\_\_

Patient Signature/Date: \_\_\_\_\_