



Secure Credit Card on File Policy

(Rev. 2/4/2022 -KD)

Darabi Dermatology requires all patients to keep a credit or debit card on file to pay any patient out-of-pocket balance due after insurance has made payment to us, or for self-pay patients. After your visit, we will submit a claim to your insurance and await insurance payment. After we receive payment from your insurance and if insurance leaves a portion for you to pay, we will send you an invoice for your out-of-pocket responsibility (deductible, co-insurance) and await your payment. If no patient payment is received 20 days after the date of the invoice, we will charge the card on file the outstanding balance due. This card will be used only to charge any remaining 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).

If you do not have a credit or debit card, we would require a check for \$200 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 and we only see the last 4 digits of your card. Your credit or debit card information is kept on file securely with Modernizing Medicine, our 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.