



## Credit Card Policy

To help us serve our patients best, it is our policy to keep a credit card number on file. This information is held off site with the credit card billing company and is subject to the same protections as any other credit card transaction. *None of the office staff have access to this information after it has been entered into your account.*

Because of the high demand for our specialties, we require a credit card to hold a new patient appointment. You may enter all your information in the patient portal in advance if you choose to, but you will need to call the office at least 48 hours prior to your appointment to collect the credit card information.

If you are existing patient who has not been seen in this office since our opening, please have credit card information ready when calling to schedule your first follow up.

Just as when you give your credit card number when reserving a hotel or rental car, this card will **never** be charged without your express consent **except** in the following situations:

- You have an unexcused late cancel or no show, in which case the late cancel/no show fee will be charged as described in the office policies, OR
- You have an outstanding balance that is more than 90 days past due.