



## Card on File Policy

Advanced Internal Medicine Practice (AIMP) requires a credit card on file in order to make the billing process simple and easy for the clinic and our patients.

When you come in, we will scan your card with a card reader. Your credit card information is stored on Square's system for future transactions. Our office personnel will not have access to your card. Only the last 4 digits of your card will show in our system.

For any balances owed after a visit or procedure, we will send you a statement in the mail. Within 21 days, if we have not received payment, we will send you an email notifying you that your card on file will be charged. If you wish to settle your balance by another payment method, please contact our office within those 21 days. We will send you a receipt after your card has been charged.

If your card is declined, we will contact you via phone. Your account becomes delinquent if not paid within 30 days after the date of the original statement. Further delinquency will be subject to collection. AIMP reserves the right to terminate a patient from the practice if payment is not received according to the agreed upon payment arrangements.

We understand that healthcare is often a large expense, and we are always willing to provide payment arrangements. These arrangements will require a credit card on file for monthly payments. Please contact our billing department at 602-926-7229 if you need assistance with paying your outstanding balance.

By signing below, you acknowledge and agree to the AIMP's Credit Card on File Policy. If the patient is not able to sign, the signer below is the legal guardian responsible for the patient's account.

\_\_\_\_\_  
Name on Credit Card

\_\_\_\_\_  
Relation to Patient (Self, Guardian, etc)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date