



MT. PLEASANT  
DERMATOLOGY, LLC

CREDIT CARD ON FILE POLICY

Mt. Pleasant Dermatology is committed to making our billing process as simple and easy as possible. We require that all patients provide a credit card on file with our office. We will scan your card with a card reader. It will store your card number in a secure, compliant location in with a third party credit card company, Transfirst. For security reasons only the last four digits will be visible to our staff. Credit cards on file will be used to pay your copays and any outstanding account balances.

When we receive the Explanation of Benefits (EOB) from your insurance company, we will enter the payment information in our system. At that time, if the amount owed is less than \$200, we will process your payment. If the balance is over \$200, we will send a statement showing the total amount owed. If you wish to give a different method of payment than the card on file or discuss splitting your balance into multiple payments, please call our office at 843-654-7314.

Two weeks from the date listed on your statement, we will run the credit card on file for the full amount owed. If your payment is declined, we will call you. If you do not return our call within one week, a \$35 declined payment fee will be applied and another statement will be mailed. Your account becomes delinquent if not paid within 30 days after the date of the statement. The unpaid balance will be subject to a finance charge of 1.5% (28% APR) or \$35, whichever is greater. Further delinquency will be subject to collections with additional finance charges.

I give permission for Mt. Pleasant Dermatology, LLC to charge my credit card for any patient balance due on my account. If I have insurance coverage, my card will be charged AFTER my insurance has paid their portion.

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Patient or Guarantor Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patient or Guarantor Signature