

Dear Parent,

Please complete the attached form that authorizes our medical practice to keep a credit card on file per our new policy.

Rest assured the card will only be used if the patient's account has been delinquent for more than 90 days and no payment arrangements have been made.

Our billing department will continue to submit claims to your insurance, send out monthly payments and make payment arrangements, as we have done in the past. If you pay balances on time, your card will never be processed.

The intent of the new policy is to reduce the amount of time our staff members spend on collecting past due balances and to reduce the thousands of dollars we've written off every year due to unpaid patient balances.

Should you have any questions or concerns, don't hesitate to give me a call. I'd be happy to address them.

Sincerely,

Brandon Betancourt
Practice Manager