



437 South Main Street, Bel Air, Maryland 21014  
Phone: 410-836-0131 Fax: 410-836-8594  
www.hlsfootcare.com

## PRE-AUTHORIZED CREDIT CARD PAYMENTS

*In our efforts to avert increasing prices of non-covered services and over the counter products, following the payment reductions resulting from the Government Healthcare changes, our office will no longer be mailing statements. By eliminating the cost of stationary and postage, substantial savings and prevention of delayed payments will hopefully cover our losses in Government reductions. This way we will still be able to offer quality healthcare at the same reasonable cost we have been able to maintain.*

I authorize Harford Lower Extremity Specialists to keep my signature on file and to charge my account for:

1. Balances of charges not to exceed \$ **150.00** for: clean claims with balances for co-insurances and deductibles which are reflected on your explanation of benefits.
2. Recurring charges for on-going treatments or budget payment plans of \$ \_\_\_\_\_ every \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

I assign my insurance benefits to the practice listed above. I understand that this form is valid for 4 years unless I cancel the authorization through written notice to the health care provider. I understand I must notify the practice of any card renewals or account changes.

Patients Name: \_\_\_\_\_

Card holders Name:  
\_\_\_\_\_

Card holders address:  
\_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_ Visa \_\_\_ MasterCard \_\_\_ Discover \_\_\_ Care Credit \_\_\_ HSA \_\_\_ other

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **QUESTIONS & ANSWERS ABOUT CREDIT CARD PRE-AUTHORIZATION**

Q. What is the pre-authorized payment procedure?

A. It's a convenient payment method in which you authorize your doctor to automatically bill your account for charges not covered by your insurance, due to coinsurance or deductible fees. All charges must be in accordance with your agreement.

Q. How does the pre-authorized payment procedure work?

A. It starts when you fill out a Pre-Authorized health care form for your doctor along with your insurance paperwork. The form works two ways:

-The form can be used to specify that insurance payments are to be made directly to your doctor.

Once your health care provider receives payment from your insurance company, he/she will bill your account automatically for any fees not covered by your insurance, including deductibles and co-payments.

-Or, use the form to automatically bill your account for recurring visits.

Simply specify the amount, frequency and treatment dates on the form.

Q. May I set a limit or a ceiling for the amount my health care provider care automatically bill?

A. Yes. Just indicate the maximum amount in the appropriate section above.

Q. Can my doctor charge my account for amounts or time periods not specified on the form?

A. No. Your doctor is only authorized to bill your account up to the maximum amount during the specified time period that you indicate on the form. Phone authorization is needed for amounts exceeding the fees you have approved.

Q. Will I receive a statement or receipt for the charges automatically billed to my card?

A. All authorized charges will appear on your monthly statement just like purchases.

Q. What types of health care procedures may I use pre-authorized payment for?

A. You can use pre-authorized payment for every health care visit, from routine check-ups to recurring treatments such as palliative care or budget payment on large deductibles.

Q. If I have recurring treatments at my general physician and my podiatrist, may I use pre-authorized payment for both?

A. Yes, you can keep completed Pre-Authorized Health Care Form on file at more than one doctor's office. Just fill out a form at each office were you want to use this convenient payment method.

Q. Is my credit information accessible or stored by your office?

A. No. Your card scan is only needed one time and your data is captured by a PCI Federally insured and accredited merchant services company, Federated Global pay, and is encrypted and stored by them only.

Q. How do the charges get applied?

A. The office administrator has password encryption access to Federated Global pay systems and can pull your account by name or previous transactions for identification but just like a terminal transaction only the last 4 digits of your card information is seen with your identification to assure proper account charging. The charge is entered and applied to your account.