

**NEW BILLING & PAYMENT POLICY EFFECTIVE 6/1/2020**

The COVID -19 Pandemic has affected the regular business activities including the administration of billing procedures and the mail system (USPS). In an effort to assist in non- contact payment and decreasing risk of COVID 19 transmission through the mail and in the office we will be collecting and storing credit card information.

We will continue to submit insurance claims and forms on your behalf but in an effort to decrease billing costs, delays in payment, & transmission of COVID 19, we are now asking that you supply credit card information to be used for outstanding balances after we receive your payment from your insurance company.

**\*\*All private pay payments will be due at the time of services.**

- Credit card payments will become effective after insurance payments have been received and credited to your account.
- Your credit card information will be securely filed in your chart and will only be used for outstanding balances.
- A receipt will be provided via email upon payment.

We appreciate your understanding in this matter.

Sincerely,

*Dr. Robert Tartaglione*

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**Please complete the following information:**

Name: \_\_\_\_\_ email: \_\_\_\_\_

Credit card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security code: \_\_\_\_\_

\_\_\_\_\_ I understand that credit card information and charges will only be used for outstanding balances after insurance and private pay payments due at the time of service.

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