



UROLOGY SPECIALISTS

OF MILFORD, LLC

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CREDIT CARD ON FILE POLICY

Urology Specialists of Milford, LLC requires patients to leave a credit card on file at the time of visit. This policy has become necessary due to a growing number of patient balances that remain unpaid. We use Instamed, the leading Healthcare Payments network, to swipe your credit or debit card in the office, and to process an overdue payment at a later date or set up a payment plan for you. The credit card number is securely stored encrypted on a remote server with Instamed and is not visible to us.

After your insurance company mails an Explanation of Benefits to you and to our billing office, we will mail you a statement showing this detailed information, including the insurance payments and your patient responsibility amount for your medical care. **If you do not pay your patient responsibility amount or set up a payment plan with the office within 60 days of the date of service, we will charge to your saved credit or debit card this patient responsibility amount.** If you provide our office with an email address, we will email you a receipt of the transaction. Otherwise, we will mail you a copy of the receipt. ***If you do not have a credit or debit card, or are unwilling to leave a credit or debit card on file with us, we will consult with your insurer to estimate the amount you will owe for your visit. We will require your payment when you check in for your appointment.*** Please contact the office if you have any questions or concerns about a payment.

Frequently Asked Questions about the Credit Card On File Program

Q: Is this something new? Why the change?

Due to the high number of deductible plans, and higher patient coinsurance benefits, this policy has become necessary at our organization. We realize this is a new policy for a medical office; however, it is no different from leaving a credit card on file with Amazon, a hotel, or your cell phone vendor. They only charge you when you order something or pay your monthly bill. We are doing the same thing after your insurance pays.

Q: I have always paid my bill on time. Why do I have to give you a credit card on file?

We have to be fair and apply the same policy to all patients. We have wonderful patients and we know that most of you pay your balances, but unfortunately, this is not always the case.

Q: How does a Credit Card on File program work?

We use InstaMed, the leading Healthcare Payments Network, to securely store your credit card information. At the time of your visit, the front office staff will swipe your credit card and store the encrypted information in a secure database until the payment is processed.

Q: Will my credit or debit card be charged right away?

No. First, we work with your health plan to determine your payment amount for the visit. This can take a few weeks to complete, and sometimes longer. We will only charge your credit or debit card if your patient responsibility is not paid within 60 days of the date of service.

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Q: Will you continue to send me a statement to let me know what I owe?

Yes, we will continue to send you statements. After your appointment or surgery, you will receive an Explanation of Benefits (EOB) that will tell you your patient responsibility. We receive the same letter within 20-30 days following your appointment. We will review each EOB carefully and charge your credit card with the amount that is determined by your health plan to be your responsibility if you do not pay your patient balance within 60 days of the date of service.

Q: How will I know when you charge my credit card?

After your insurance company mails an Explanation of Benefits to you and our billing office, we will mail you statements showing this detailed information and your patient responsibility. If you do not pay your patient balance within 60 days of the date of service, we will charge this amount to your credit or debit card on file. We will mail you a receipt after your card is charged. If you prefer, you may provide your email address and we will send you an email notification after your card is charged.

Q: How will I know how much you are going to charge my card?

We will charge your card the amount that your health plan determines is your responsibility. After your appointment or surgery, your insurance company mails an Explanation of Benefits (EOB) to you. This document shows how much your insurance paid and what you need to pay based on the benefits and the deductible of your policy. Our billing office receives the same information that you do along with payment from your Insurance company. We apply the payment and make any discount or adjustment as per our contract with your insurance company. The balance on your account for that visit or surgery will then match the patient responsibility amount on your EOB.

Q: What if the amount is more than I can pay at once? Are payment plans available?

Yes, one of the features of our new program is that you can pay your bill in installments over a period of time. We are always happy to set up a payment plan. With our system, your card can automatically be charged each month. Please contact our Office Manager, Sue Lavalley in our office at 508 473 6333 to discuss a payment plan before your card is charged, within 60 days after the date of service.

Q: What if I need to dispute my bill?

We will only charge you the amount that we are instructed to by your health plan in your EOB. All you have to do is call us if you ever have a concern about your account. Mistakes can happen and we will apply a refund directly to your card if we have made a billing error. Unless you have directed monthly payments, we only charge the amount your insurance company has marked as patient responsibility as noted on your EOB.

Q: Is my credit or debit card information safe?

Yes, our payment network, InstaMed, is certified at the highest levels of compliance for both the healthcare and payment industries. Our system is PCI Level One compliant, which is the highest level of security established by the Payment Card Industry Data Security Standard. As soon as your payment method is saved, the system immediately encrypts your payment information, and it cannot be viewed or accessed by anyone who uses the program. Once your credit card information is entered, it is encrypted and cannot be viewed or accessed by our organization. InstaMed is certified as a PCI-DSS Level One Service Provider. For more information, visit www.instamed.com/about/compliance-and-security.

Q: I do not have a deductible. I will never owe you anything. Do I still need to give you a credit card?

Due to the complexity of health plans, patients are not always aware of a payment responsibility. Additionally, changes to health plans happen often, which results in a payment responsibility for you without your knowledge. Therefore, we ask all patients to save a card on file to ensure we are prepared in the event they do have a payment responsibility. We do want to remind you that your card will only be charged if you owe a balance for more than 60 days after the date of service.