



1473 N. Lee Trevino  
El Paso, TX, 79936  
Phone: 915-280-9267  
Fax: 915-249-4262

## Credit Card on File Policy

Desert Bloom Pediatrics requires that a valid credit card be kept on file.

The policy is designed to:

- Help avoid all billing related fees
- Streamline the billing process in our office and eliminate the expenses related to handling overdue accounts
- Focus our time and energy on your children and their medical care

The card information is stored electronically in an encrypted form and cannot be viewed by our office staff. Your signature will authorize the card to be used only when your balance becomes past due.

### How the policy works:

1. When you register or check-in, you will be asked for your credit card information to be electronically stored in an encrypted form in our computer. Only the last four digits are visible to our staff.
2. We will bill your insurance carrier as a courtesy for all charges related to the visit.
3. When we receive an explanation of benefits (EOB) form from your insurance, a courtesy contact will be made to check your balance on your portal account prior to charging your credit card on file.
4. If the balance is >\$150, we will call you as a courtesy before running your credit card on file.
5. If we attempt to use your card and it is declined or has expired, we will send you a new statement with a letter asking for current credit card information.

**Please remember that this policy does not restrict your right to appeal any charge made to your credit card. If you feel that we have charged your card in error, contact our office ASAP, and if a mistake has been made, we will reverse the charges.**

I have reviewed a copy of Desert Bloom Pediatrics Credit Card on File Policy. I agree to provide my credit card information to Desert Bloom Pediatrics for the sole purpose of payment for my child(ren)'s medical care. I have the right to cancel this process and use another form of payment.

\_\_\_\_\_  
Signature of Authorized User

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name as it appears on your credit card

\_\_\_\_\_  
Phone number of cardholder