

**SHELBY MEDICAL ASSOCIATES, P.A.**  
**CREDIT CARD AUTHORIZATION FORM - RECURRING**

At Shelby Medical Associates, our goal is to provide you with the best, most current medical care available in a positive and supportive environment. In order to do this, we must constantly strive to reduce and minimize our costs of doing business. Collection of patient payment responsibilities are critical to maintaining the quality of care you expect from Shelby Medical Associates.

In an effort to make patient payments more cost effective for everybody, we are asking you to provide us with a current credit card authorization. This approach is widely used by hotels, rental car agencies, gasoline stations, internet shopping sites, and mail order pharmacies. A credit card and completion of the Credit Card Authorization Form is required for all new patients.

All credit card transactions are secure and encrypted in accordance with Federal regulations. Nothing will be charged to your credit card until the Explanation of Benefits (EOB) returns from your insurance company and we can accurately determine your patient payment balance. The only amounts charged to your credit card will be the PATIENT RESPONSIBILITY portion as defined by your insurance company's EOB, missed co-pays, returned checks, approved tests not covered by insurance, etc. **Card will Automatically be processed if balance is \$50 or less.**

**This information is confidential. This form will only be kept in a locked file by Shelby Medical Associates Billing Department. Please complete and fax to (704) 482-0811.**

*Please enter all information.*

PATIENT NAME: \_\_\_\_\_ ACCT #: \_\_\_\_\_

PHONE # (xxx-xxx-xxxx): \_\_\_\_\_ ALTERNATE #: \_\_\_\_\_

NAME AS ON CARD: \_\_\_\_\_

CARD TYPE: \_\_\_ Visa \_\_\_ MasterCard \_\_\_ Discover Debit or Credit Card \_\_\_\_\_

EXPIRATION DATE (month /year): \_\_\_\_\_

CREDIT CARD #: \_\_\_\_\_ THREE DIGIT CV CODE: \_\_\_\_\_

I authorize Shelby Medical Associates, PA to charge my credit/debit card with the balance due (patient responsibility) portion of my insurance explanation of benefits (EOB), and any charge not paid for by insurance. I understand that I can dispute the charge at any time with my credit card company; however the actual amount of the charge can only be disputed with my insurance company. If I feel the "patient responsibility" portion of the explanation of benefits (EOB) is inaccurate, I must resolve this issue directly with my insurance company. Any change in the EOB by the insurance company will be reflected as a credit or additional charge on my credit card.

AUTHORIZATION SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_