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Credit Card on File Agreement

Much like many other businesses such as a hotel or car rental agency, medical practices, attorneys, etc, Nicole Gullo, DC has a similar policy where we ask for a credit card which may be used later to pay any balance that may be due on your account.

All Patients

All balances are due at the time of service. The card on file will be charged accordingly the day of your visit/procedure.

New Patient Appointment Deposit

Our office requires a deposit for holding new patient appointment time slots. The deposit will be applied towards your initial visit. These deposits are completely refundable if you cancel your new patient appointment up to 48 hours before your appointment. For existing patients there is a \$50 cancellation fee if you cancel your appointment less than 48 hours in advance. For new patients, the charge for the deposit is \$100. If you fail to cancel your appointment within 48 hours of your new patient appointment, you will not be refunded your \$100 deposit as it will be applied as a late cancellation fee.

By signing below, I authorize Nicole Gullo, DC to keep my signature and my credit card securely on file in my account. I authorize Nicole Gullo, DC to charge my credit card for any outstanding balances when due.

If the credit card that I give today changes, expires, or is denied for any reason, I agree to immediately give Nicole Gullo, DC a new, valid credit card which I allow them to charge over the telephone. I agree that the new card may be used with the same authorization as the original credit card I presented. I authorize the above-named business to charge the credit card indicated in this authorization form according to the terms outlined above. I certify that I am authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction responds to the terms indicated in this form. Should you wish to revoke this authorization at any time please send written notice to the office.

☐ VISA ☐ MASTERCARD ☐ DISCOVER ☐ AMERICAN EXPRESS

Patient Name (Print): _____ DOB: _____

Name on Card (Print): _____

Credit Card # _____ Exp Date: _____ Security Code: _____

Please fill out the information below for any other person(s) you authorize this credit card for:

Patient Full Name (Print): _____ DOB: _____

Patient Full Name (Print): _____ DOB: _____

Patient Full Name (Print): _____ DOB: _____

Card Holder's Signature: _____ **Date:** _____

Frequently Asked Questions

Do I have to leave my credit card information to be a patient at this practice?

Yes. This is our policy, and it is a growing trend in the healthcare industry. The amount of time and effort to collect payments that will be saved will allow our office to focus more on patient care. We have decided to focus on becoming more efficient in our billing and collections processes instead.

How much and when will money be taken from my account?

The amount that will be taken from your account depends on your individual appointment and what you may owe for that service. For the nutritional program, the New Patient appointment is \$350, the Report of Findings appointment is \$150 for 45 minutes and \$50 for each additional 15 minutes. After the New Patient appointment and the Report of Findings appointment, you will be charged \$50 for every 15-minute appointment. For chiropractic services, the New Patient appointment is \$175 and follow up chiropractic appointments are \$60 for 15 minute chiropractic adjustments and \$120 for 30 minute chiropractic adjustments. This charge will be processed following the appointment.

How do you safeguard the credit information you keep on file?

We use the same methods to guard your credit card information as we do for your medical information. The card information is securely protected by the credit card processing component of our HIPAA compliant practice management system. This system stores the card information for future transactions only.

What are the benefits?

It saves you time and eliminates the need to call the patient and ask for their credit card information after each visit. It also drives our administrative costs down because our staff spends less time taking credit card information over the phone and entering it manually into our system.

I always pay my bills on time.

Why do I have to do this? The entire billing process is time consuming and wasteful. Reducing unnecessary costs are essential to allowing us to continue to be your provider. Nothing is changing about how much you pay.

What if there is a payment discrepancy or I have other payment questions?

Please contact our office directly to settle payment discrepancies or for other payment questions. This policy in no way compromises your ability to dispute or question a charge.

Can I still receive a receipt?

Yes. If requested, you can receive a paid receipt for each transaction by email.