

**HAYDEE KNOTT, MD**

**EASY PAY CONSENT FORM**

Haydee Knott, MD (DBA Mill Valley Dermatology) has implemented a secure credit card payment solution. Your credit card information is stored in a Payment Card Industry Data Security Standards (PCI/DSS) compliant system offered by Square®.

We will bill your insurance for services rendered. However, if the service already provided is denied by your insurance carrier, not covered, or your deductible has not been met, or a coinsurance amount must be applied, your balance will be paid using the Easy Pay Form.

You have the option of 1) filling out this Easy Pay Form, 2) paying cash for the visit, 3) providing a blank check made out to Dr. Haydee Knott or 4) decline to be seen.

This method of payment eliminates paper statements being generated and mailed to you, and provides you with an easier and more efficient way to resolve the balance on your account.

**Haydee Knott, MD (Mill Valley Dermatology) does not mail invoices or statements to patients for balances.**

This will not compromise your ability to dispute a charge/payment or question your insurance company's explanation of benefits.

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I authorize Haydee Knott, MD (Mill Valley Dermatology) to keep my signature on file and to charge my credit card for the patient responsibility portion of any balances incurred by me. I understand that I will be sent a refund should my insurance company later decide to pay for the service initially denied.

I understand that this EASY Pay system will only be implemented in the following cases:

- If a deductible or a co-insurance has been applied by my insurance company
- If I am not covered by my insurance for the services rendered
- A \$50 no-show fee will be charged if I fail to cancel 24 hours prior to a follow-up appointment or surgery.

LAST FOUR NUMBERS ON CREDIT CARD. PLEASE PRESENT CARD FOR VERIFICATION

X	X	X	X	X	X	X	X	X	X	X	X				
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Expiration Date: \_\_\_\_\_

Type: Visa Master Card American Express

CVC Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_

City and Zip of Card Holder: \_\_\_\_\_

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

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

**We occasionally find that patients get upset for balances/expenses set forth by insurance companies. Please know that we are on your side and will help provide you with any documents so that you fight any and all denials with your insurance company.**

**HAYDEE KNOTT, MD**  
**FREQUENTLY ASKED QUESTIONS REGARDING THE FINANCIAL POLICY**

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

Yes. This is our policy. You have the option to pay cash for your visit or to provide a blank check made out to Dr. Haydee Knott. You have the option to seek dermatologic care elsewhere if you do not want to accept our policy. We understand that you have a choice and appreciate your decision to remain in our practice.

**How much and when will money be billed to my credit card?**

Insurance companies take approximately 2-4 weeks to process claims. Your copay, coinsurance, and deductible are always included in the claim. The amount you may owe simply depends on your individual policy. After the insurance explanation of benefits is received and posted to your account, any remaining patient financial responsibility will be automatically processed.

**It is your Responsibility to know your benefits.** If you are not sure of benefits, please call your insurance company prior to your scheduled visit. We want to empower our patients to know their benefits.

**Which secure software system are you using and how does it work?**

The secure software system is Square®. This system is compliant with the Payment Card Industry Data Security Standards (PCI DSS). No data is stored on our local computers or servers. All customer payment account numbers are encrypted as soon as they enter the Square® system.

**What are the benefits?**

It saves you time and hassle by eliminating the need to write checks, buy stamps or worry about delays with the mail. Plus, if you have a rewards program linked to your card, you may earn rewards for your payment.

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

Please contact our office directly to settle payment discrepancies and/or for any other payment related questions.

**Will I still receive a paper bill by mail?**

No. We want to eliminate the printing and mailing of statements.