



the brookline center
for COMMUNITY MENTAL HEALTH

CREDIT CARD ON FILE AGREEMENT:

The Brookline Center requires that all clients pay associated visit costs for which they are responsible **at the time of service**. This includes co-pays, deductibles, co-insurance, no-show, and late cancellation fees.

Patients with overdue accounts will be subject to the Center's policy on Overdue Client Balances and may be subject to suspension of services until payment is made.

To help clients ensure that their account is and remains current, The Brookline Center is now providing a credit card on file service. Through this service, your credit card information will be kept confidential and secure, and applied to fees as they are due.

Fees that can be paid through credit card on file service:

- 1) Co-pays, at the time of service
- 2) Deductible and co-Insurance fees, after the insurance company processes the bill and determines the patient responsibility
- 3) No-show and late cancellation fees, as incurred

TO ENROLL IN THE BROOKLINE CENTER'S CARD ON FILE SERVICE, PLEASE COMPLETE THE FORM BELOW. TO COMPLETE ENROLLMENT PLEASE PRESENT YOUR CREDIT CARD TO THE FRONT DESK OR CALL KIDIAH ROBERTS AT 617-277-8107 AND PROVIDE YOUR CREDIT CARD INFORMATION.

I AUTHORIZE THE BROOKLINE CENTER TO CHARGE THE CREDIT CARD LISTED BELOW:

AMEX VISA Mastercard Discover

Credit Card Holder's Name _____

Last 4 digits of Credit Card: _____

Expiration Date: _____

I AUTHORIZE THAT THIS CREDIT CARD REMAIN ON FILE FOR EACH PATIENT LISTED BELOW:

Patient Full Name (Please Print): _____

Patient Full Name (Please Print): _____

Patient Full Name (Please Print): _____

Cardholder Signature: _____ Date: _____