

KASEY SPOONAMORE, M.D.

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Vers 4.09a

Dr. Spoonamore accepts debit and credit cards (American Express, MasterCard) in addition to cash and personal checks. Debit cards will only be accepted if requisite funds are available. This arrangement will simplify the transaction process. **All patients** are required to complete the information below.

Here are the following steps you will need to complete to expedite this process.

<p><b>STEP 1</b> <b>Billing Information</b></p> <p>First name _____ Last name _____  Home address _____  City _____  State _____ Zip code _____  Email address _____  Contact phone number _____</p> <p><b>STEP 2</b> <b>Credit or Debit card information</b></p> <p>Type (Amex, MasterCard, Chase) _____  Card No. _____  Security code (CV#) _____  Expiration date (e.g. 04/12) _____</p>
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All patient credit or debit card information will be kept on file by Dr. Spoonamore. As discussed with each patient, credit/debit cards will be processed automatically following:

- a) Failure to cancel appointment with at least 24 hours notice
- b) Appointments not paid in full by cash or check.

A \$25 charge will be incurred for declined credit cards or bounced checks.

I, (patient name) \_\_\_\_\_, agree to the above terms.

(signature of patient) \_\_\_\_\_.

If you have any further questions, I will be happy to discuss them with you.

Sincerely,

Kasey Spoonamore, MD