



CAPITAL REGION AMBULATORY SURGERY CENTER, L.L.C. PAYMENT POLICY

Capital Region Ambulatory Surgery Center is committed to making our billing process as simple and easy as possible for our patients. We ask that you provide us with a credit card to keep on file with our office.

We place a high premium on keeping your personal and financial information secure. Our payments are run through a secure, payment card industry compliance (PCI) system. Office personnel will not have access to your credit card. For your protection, only the last four digits of your credit card number will show in our system.

Credit cards on file will be used to pay account balances after insurance adjudication. The process will be as follows:

- Once your insurance has processed your claims, they will send an Explanation of Benefits (EOB) to both you and our office, showing your total patient financial responsibility.
- Once we receive the EOB, we will enter this information in our system. A member of our business office will contact you via telephone or email to advise you of your total financial responsibility prior to charging your credit card. Should you wish to provide a different method of payment other than the credit card on file, you may make arrangements to do so at this time.

Ultimately, you are responsible for knowing what services are covered by your insurance and how much of the cost is your responsibility.