

**Susan Rivard (Ryan- Michalak), LCPC
1805 N. Mill St. Ste. B
Naperville, IL 60563**

Authorization to Secure Payment

I, _____ authorize Susan Rivard (Ryan- Michalak), LCPC, Dr. Kimberly A. Lemke, P.C. and those working on the practice's behalf, to process payment on my Visa, MasterCard, or Discover Card for any balance due that has not been paid **30 days after it has accrued.**

I understand if the appointment is missed and I do not follow the cancellation policy as specified, Susan Rivard (Ryan- Michalak), LCPC, Dr. Kimberly A. Lemke, P.C. and those working on the practice's behalf, are authorized to charge my credit card the same day as the missed appointment.

I understand that if my card is declined, Susan Rivard (Ryan- Michalak), LCPC, Dr. Kimberly A. Lemke, P.C. and those working on the practice's behalf, may put my credit card payment through on another day when funds become available.

I understand that I have given Susan Rivard (Ryan- Michalak), LCPC, Dr. Kimberly A. Lemke, P.C. and those working on the practice's behalf, my credit card information to keep on file. I further understand that if I miss a scheduled appointment or fail to provide 24 hours notice, my credit card will be charged the full amount of the session.

I have read and understand this form. I attest that the information below is true and accurate.

Signature of Cardholder

My credit card information is as follows:

Cardholder's Name	Client's Name	
Credit Card Account Number	Expiration Date	CVV
Address	Zip Code	

Is this a debit card?
 Yes No

Today's Date

Please indicate if you would like your session Co-pay automatically charged to your

Credit card. Yes No Amount of Co-Pay _____

By providing the following e-mail address, I give Susan Rivard (Ryan- Michalak), LCPC, Dr. Kimberly A. Lemke, P.C. and those working on the practice's behalf, the authorization to communicate with me/ and or submit a bill to the e-mail address

listed below. I also understand that by providing the following e-mail address, I accept the HIPAA risks associated with electronic submission of data.

E-mail Address: _____