



Credit Card Courtesy Program

The cost of setting up and maintaining a merchant account (the ability to accept debit/credit card payments) for individuals and small businesses can be astronomical; ending all chances of a small practice being able to offer such payment options to their clients. More and more, the debit/credit payment option of the option of choice these days.

Larsen Billing Service's *Credit Card Courtesy Program* allows our midwives to accept debit/credit card payments from their clients. There are no set up fees. No monthly or annual fees. No minimum or maximum usage limits.

Here Is How It Works:

Once you are set up to use the *Credit Card Courtesy Program*, your clients will make their debit/credit payment to LBS through our website.

The payment will be accepted by Larsen Billing Service; we will withhold the transaction service fee and then deposit the remaining amount into your designated banking account.

There is a 5% service fee per transaction. This service fee cannot be the responsibility of the card holder, but is yours to cover.

Types of payments we can accept:

- ✓ Electronic Bank Draft
- ✓ Visa
- ✓ Master Card
- ✓ Discover Card

How do I begin?

- Complete the **Credit Card Courtesy Program Addendum** form from Larsen Billing Service (LBS); review, sign, and return to LBS. You may obtain this form by contacting clientbilling@larsenbilling.com
- Complete the Banking Form and return to LBS. You may obtain this form by contacting clientbilling@larsenbilling.com
- Indicate to your clients how to access our payment page on the LBS website - <http://larsenbilling.com/parents/payments>
- Once LBS receives the payment from your client, we provide them with a receipt of payment and deposit the funds directly into your bank account, less our 5% processing fee. You may expect your deposit within 10 business days of receipt of payment.
- A record of payments received is recorded in the LBS software, CollaborateMD. This information is stored under the patient's name in your CollaborateMD account and can be accessed anytime, day or night.

Questions? Contact the LBS Client Billing Department at clientbilling@larsenbilling.com