

# Chicagoland Pain Management Institute

## Credit Card Guidelines

Chicagoland Pain Management Institute makes every effort to keep patient financial information safe.

In order to protect our patient's credit card information, we adhere to the following practices when taking credit card payments.

- Credit card payments will only be accepted in the office
- All credit card transactions will be made on a secure electronic credit card reader
- All receipts kept as records do not contain full credit card numbers
- No payment will be allowed through on line portal or by phone, only in office on a secure credit card reader