

**To All United Medical Providers:**

We are making a minor change with the way UM communicates credit card payment information to your office. Currently, we have been faxing the credit card information received from the patient to your office. In discussing our procedure with Merchant Services it has been suggested to use alternate procedures while communicating this sensitive information. From this day forward, all credit card information received by UM Will be mailed to your main office location. Once your office receives the credit card information, please process and post the credit card payment in the system. Do not mail the credit card information back to UM If your office is posting the payment in the system. If you are not sure how to post the credit card payment in the system, please call your contact person at UM.

Thank you for your understanding and let us know if you have any questions.