



## Information for Processing Payments

1. **Checks should be made to:** Gwinnett Medical Center Foundation  
Note: Project PATH – breast cancer initiative

2. **Credit Card Payments:**

All credit cards will be processed by Gwinnett Medical Center Foundation - **DO NOT PROCESS CREDIT CARDS AT YOUR OFFICE.** GMC Foundation can now accept VISA, MasterCard, American Express and Discover. Please get card information from the patients (see enclosed form) and send with other payments to the GMC Foundation. Make sure that the patient is aware that the line item on their credit card statement will read “Gwinnett Medical Center Foundation.”

3. **Cash:** Place in envelope with other payments – make sure to conceal it.

### How to Collect Money:

- Enclosed is a template that includes all three forms of payment. **Please do not mark on this form. Use it to make copies.** To have a copy of this form e-mailed to you, please contact the Foundation Office at 678-312-8500, or e-mail **Beverly O’Toole** at [botoole@gwinnettmedicalcenter.org](mailto:botoole@gwinnettmedicalcenter.org).

\*With each payment, use this form and fill in the appropriate information and method of payment. Give a copy to the patient, make a copy for your files and send a copy in the envelope with the payments to GMC Foundation.

- Send in payments or have them picked up at your office at least every two weeks.
- **Please make sure that ALL monies are sent in by February 15th.**

### There are two options concerning pick-up of accumulated payments:

- A. Call **Beverly O’Toole** at Gwinnett Medical Center Foundation at 678-312-8500 and have her pick up the money packet as needed.

**OR**

- B. Mail the payments to:  
Gwinnett Medical Center Foundation  
1755 North Brown Road, Suite 100  
Lawrenceville, GA 30043

*Gwinnett Medical Center Foundation*