

## Notice to Cancel a FastEMC Account

Our staff at FastEMC is sorry to hear that your facility would like to cancel your subscription to FastEMC and discontinue access to any clearinghouse partner that is included on your bill.

If your account includes access to Greenway Online or RelayHealth we will also notify them to cancel your access to their system. This requires a 90 day hold before canceling to allow your claim processing to be completed before they remove your data from their systems and disable your account. During the 90 days we will continue to assess a subscription fees to maintain your ability to complete your claim processing. Even if you have stopped using the clearinghouse as of today, we will not have all the clearinghouse charges posted to your FastEMC account for 60-90 days.

To process your cancellation, you will need to pay your account in full. We accept credit cards and e-checks at no charge to make that simple. We are not able to close an account when there is a balance due.

If you have more than one account with us, you **MUST** list all account numbers that you would like to have cancelled. If you only include one account number on this document, we will only cancel one account, leaving you responsible for charges on the additional accounts.

We will start the cancellation process on your account on the day that this form is signed and returned. We cannot process any cancellations over the phone or by email, without having this form signed and returned. If you would like confirmation that we have received the form, please fill in the email address line below and we will send you confirmation via email.

If you have any questions, please call Sandra at 1-800-326-4831 x720.

Practice Name: \_\_\_\_\_

Account Number(s): \_\_\_\_\_

Name (please print clearly): \_\_\_\_\_

Signature: \_\_\_\_\_

Cancellation Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Confirmation: \_\_\_\_\_

You can fax this document to us at 1-800-326-4831 or email it to [Support@FastEMC.com](mailto:Support@FastEMC.com)

\*We cannot backdate a cancellation. It is still your responsibility to pay any clearinghouse charges that are incurred by your account.

Authorization to Cancel Fast EMC account # \_\_\_\_\_ was received on \_\_\_\_\_.