

OFFICE POLICIES

Responsibility for Payment

Payment for counseling is expected at the time of service.

If you have an insurance or managed care program that limits the amount you are required to pay, we will honor those arrangements if we participate in that program. Your co-payment is expected at the time of each session.

As a courtesy, we will verify your insurance coverage; however, sometimes quotes of benefits by insurance companies are inaccurate. Should insurance ultimately not cover, or cover at a different rate than quoted, you will be responsible for all fees accumulated.

We do not typically send monthly statements; however, if a balance has accumulated, a statement may be sent to you requesting payment.

Unkept Appointments

We require 24 hour notice on all cancellations. Cancellations made "the day of" your appointment will result in a charge of **50% of your therapist's fee, not your insurance co-pay.** "No Shows" will result in a charge of **100% of your therapist's fee, not your insurance co-pay.** (Emergency situations are an exception.) **Unkept appointments cannot be billed to your insurance company; therefore, your co-pay does not apply.**

I have read and understand the above statements concerning responsibility for payment, unkept appointments and outstanding balances. I understand that any charges for unkept appointments not cancelled 24 hours in advance are my responsibility, based on my therapist's full fee as stated above, and cannot be billed to my insurance company.

Client Signature

Date

Guardian's Signature if Client is a Minor

Date