

PAYMENT POLICY EFFECTIVE JANUARY 1, 2012

Your payment is accepted by debit card, credit card, cash or check. A financial information form is attached. Your insurance will be billed by qualified office staff on Authorize.net. A secure website. A receipt is available if you need one.

QUICK CHECKOUT

For your convenience, I highly recommend that you provide your debit or credit card information on the accompanying form. My Billing Associate will bill your card on a weekly basis or as EOB information arrives indicating member responsibility for your copay, co-insurance or deductible amounts. Private pay arrangements can be billed the same way. This will save time and will enhance your therapy sessions as we will not need to handle financial business in the course of your session. Please see attached form.

MISSED APPOINTMENTS

If you are unable to make it to your scheduled session please give me the courtesy of a phone call to let me know that you will not be able to attend. If you call at least 24 hours ahead of time you will not be charged. If you find out that you cannot attend less than 24 hours ahead of time I will take each client's situation into consideration. I do realize that many times situations arise that are beyond the client's control. It is important to let me know as soon as you can so that I may fill the space you are unable to keep with another client who may want that time.

However, if you have scheduled an appointment and do not call or attend your session, then you will be billed for \$100. I cannot bill your insurance or EAP session that you have not attended. I also cannot "write off" for an unpaid session.

If you do not have a debit or credit card, then you will need to provide a Hold Payment of \$100, cash or check. This payment will be applied to your account for the duration of your treatment. At the end of your treatment and upon discharge, if it has not been used then you will be provided with a refund. This policy will be attached to your initial consent form.