

FINANCIAL AGREEMENT

I will pay in full for services at the time of my appointment unless I have insurance coverage that requires another arrangement, or I make a different agreement with my provider.

Professional Fees:

My initials indicate that I have read and agree with each item.

- _____ Any co-payment or co-insurance is due in full at time of service.
- _____ Special financial arrangements must be discussed at the first appointment.
- _____ Parents/Guardians are financially responsible for payment for services provided to minors, or other legal dependents.
- _____ A \$25 processing fee will apply for any returned check.
- _____ A fee schedule of usual and customary charges is available upon request.
- _____ Fees may include charges for other professional services such as
1. Report writing
 2. Telephone conversations
 3. Consulting with other professionals
 4. Preparation of records or treatment summaries
 5. Psychological testing
 6. Legal proceedings, including preparation time and transportation
 7. Above fees will be discussed in advance

Insurance Benefits:

My initials indicate that I have read, understand, and agree with each item.

_____ It is my responsibility to know what services are covered by my insurance plan. I have reviewed carefully the section in my insurance coverage booklet that describes mental health services. I will call my plan administrator with any questions. I will pay for any services I receive that are not covered by my insurance plan.

_____ I will provide full and accurate insurance information in advance of my appointment, or will pay for the appointment on a self pay basis. I will present my insurance card at the time of my appointment. I will provide updated insurance information promptly in the case of any changes.

_____ I understand that I, not my insurance company, am responsible for full payment of my fees. I understand that insurance billing is provided by my healthcare provider as a courtesy, but I remain the responsible party.

_____ I understand that, if after 90 days, my insurance company has not responded, I will receive a statement. I agree to pay my balance in full at that time. I understand that I will be reimbursed promptly if and when the insurance payment arrives.

Policy for Missed Appointments and Cancellations:

My initials indicate that I have read and agree with each item

_____ I agree that I must give proper notification to avoid late cancellation or no show fees. I agree to call at least **24 hours** in advance to cancel or change my appointment. For Monday appointments, I will call the previous **Friday by noon** in order to avoid any late cancellation or no show fees. **I understand that any missed appointment or an appointment cancelled in less than 24 hours will be automatically billed to my credit card: # _____**

I HAVE READ THIS FINANCIAL AGREEMENT, ASKED ANY QUESTIONS I HAVE ABOUT IT, AND AGREE TO ITS TERMS

Patient or (Authorized Parent/Guardian Name) **Printed**

Patient or Authorized Parent/Guardian signature

Date