



12. Financial Policy

Financial Policy

Thank you very much for making an appointment with Balanced Living. With respect to all our clients seeking counseling services, please have this Intake Packet filled out and signed; including the payment information sheet before you make your first appointment with us. We require all clients to leave a credit card, debit card or Health Spending Account card on file. We will charge our late cancellation fee if you do not cancel within the required 24 hours' notice or no-show fee as stated below in our Financial Policy. You are ultimately responsible for your Balanced Living Counseling Center bill. If you have insurance coverage with an insurance carrier with whom we are in network, we will help you with your insurance coverage by providing services such as calling to verify benefits and obtaining an estimate of coverage, filing claims, and providing whatever reasonable information your insurance company requests from us. Please be advised that working with your insurance company is a courtesy service provided by Balance Living Counseling Center, and we cannot guarantee that your insurance company will pay. Business hours at Balanced Living Counseling Center are weekdays at 8:00am-5:00pm. Services rendered out outside of these times or holidays are considered after hours. We are required to document after hours care with CPT codes 99050 and 99051. A fee applies to these codes and may not be covered by your insurance policy. We will know once your first claim has been returned. If you have insurance coverage with a company we are not in network with, Balance Living Counseling Center will provide you with a Superbill to submit for reimbursement after you have paid us for services.

Cancellation Policy

Your appointment has been reserved specifically for you. Once your appointment is scheduled, you will be financially responsible for it unless you provide 24 hours' notice of cancellation. It is important to note that insurance companies do not provide reimbursement or payment for sessions you do not show up for. You will be charged a fee of \$50.00 for no-show/ no-call and cancellations without 24 hours' notice.

Fees

Clients are expected to pay the standard fees at the end of each session unless other arrangements have been made. For clients using in-network insurance, the copay is due at the time of service. As a courtesy to our clients, we will file any claims to your insurance company (if applicable)

The following is the list of fees charged:

Initial Consultation -\$225.00

Individual and Couples -\$180.00

Tele-Mental Health- same as above

Psychotherapy group - \$45

Telephone calls that exceed 10 minutes in duration will be billed at quarter hour increments of hourly fee.

Writing and reading of reports, consultation with other professionals, release of information, reading records, longer sessions, travel time, etc. will be charged at the same prorated rate, unless indicated and agreed upon otherwise.

There is a \$25 fee for any returned checks.

Clients may not carry a balance for more than 30 days without prior arrangement.

Any court-related services (preparation, consultation with attorneys, travel, court appearances, etc.) are billed at \$375/hour.

If your account is overdue (unpaid) and there is no written agreement on a payment plan, I can use legal or other means (courts, collection agencies, etc.) to obtain payment.

Services may be covered in full or in part by your health insurance carrier. If you and/or the insured party has not met their deductible, you will be charged your insurance company's contracted rate.

By signing below, you agree to the above policy.

Date::

Responsible Parties Signature: