

Embrace Life Counseling, LLC
Financial Policy and Missed Appointment Policy

2022 Financial Policy and Missed Appointment Policy

Please read this policy in full. If you have any questions please feel free to ask me.

Fees. Court testimony/reports are not free, and are explained in the informed consent form that you have signed. Counseling sessions are 50-55 minutes long. If you are a private insurance/private pay client, I will verify your benefits for you but you are ultimately responsible for your co-pay and deductible or co-insurance. I will make every attempt to submit your claims in a timely manner. You are still responsible for the cost of your services. If at any time, a claim is denied I will notify your insurance company for resolution, and if no resolution can be found, you will be charged for the session fee listed below. You may place a credit card on file with me for future billing for services. Payment will be collected at the initial intake session. If your insurance does not pay the claim that has been submitted, **you are still responsible for the payment of services** and this will be sent to collections after several attempts of collecting payment. You will be notified first if this is the issue. There is also a returned check fee of \$35.00 if your check is returned by the bank for non-payment.

I also may have discounted/low cost master level interns available that I supervise that can do sessions with you for \$10.00. Please initial here if you would like to be contacted for those sessions. Also, under same confidentiality and access to the chart notes (so you don't have to repeat details of your treatment). We staff these cases weekly so I will still be able to know how your treatment/progress is going. They can do telehealth or in office.

Initial for intern contact: _____

The same rule applies for court testimony/reports above.

Please note this is the fee for your services.

Private Pay/Insurance: \$ _____

Methods of Payment are: Cash, Credit Card, Check made payable to Embrace Life Counseling, LLC.

Missed Appointment Policy:

Twenty-Four Hour notice is needed to be given for the cancellation of an appointment, if not received within 24 hours then a fee of \$35 will apply and be charged to the card on file. If you do not have a card then you will need to pay the fee or it will be added to your account. It will be at my *discretion* if I decide to waive this fee for emergencies. I also have the right to use collection practices using local agencies to send your account to collections as needed.

I have read and agree to the above policy:

Credit/Debit Card Number: _____ Expiration _____ CVV# on back _____

Credit Card Billing Address: _____ Zip _____

Client _____ Date _____