

Gold Circle Counseling

Amber Burke MS LIMHP - Mary Ellen Keeley MS, LIMHP - Stephanie Grade MS, LMHP - Jane Karges PsyD, PC

OFFICE FINANCIAL POLICY AND BILLING AGREEMENT

NAME (print) _____

Insurance Coverage:

- Client agrees to contact Insurance Company to verify mental health benefits. You pay for your insurance. It is your responsibility to know the benefits of your policy. _____ (initial)
- Should a dispute arise on a claim, it is generally the client's responsibility to clarify and resolve the dispute with the insurance company. _____ (initial)
- If insurance is being filed, any copay is due at the time of service. _____ (initial)
- If you fail to update your insurance information with us and additional expenses are later accrued by the practice because of that, you will be responsible for those fees. _____ (initial)
- Fees for prior authorizations, FMLA forms, disability forms and other legal forms are not covered by insurance and are billed at a prorated hourly rate. _____ (initial)

Payment:

- If insurance is not being filed, payment is expected at the time of service. _____ (initial)
- I agree to provide a 24 hour notice to cancel an appointment. Otherwise, late cancellation charges will be assessed. _____ (initial)
- If a client does not show for a scheduled appointment, there is a no-show charge. 1st no-show = \$50.00, 2nd no-show = \$75.00, 3rd no-show = \$100.00. _____ (initial)
- A service requested by the client, but not covered by the client's insurance plan may be arranged under separate written agreement with the provider. _____ (initial)
- Phone calls are not billable to your insurance. They are billed for the amount of professional time spent on the phone, at the pro-rated hourly rate. _____ (initial)
- Phone calls will be responded to within 48 business hours. _____ (initial)
- If you have an unpaid balance at the end of a billing cycle, a \$10.00 late fee may be assessed each month for failure to pay on your account. Payment of balance in full is not to exceed 6 months. _____ (Initial)
- There is a \$30.00 administration charge for checks that do not clear the bank. _____ (initial)

I certify that I have read, understand and agree to the foregoing. The undersigned is the client or is duly authorized by or on behalf of the client to execute the above and accept its terms.

SIGNATURE OF RESPONSIBLE PARTY _____ **DATE:** _____