



## FINANCIAL AGREEMENT

Renewed Journey Counseling Services, LLC seeks to keep medical costs down by ensuring we are able to get reimbursed for our services on a timely basis. To help our office provide the most efficient and reasonable health care services, it is necessary for us to have a financial policy indicating our requirements for payment of services provided to our clients.

**Structure and Cost of Sessions:** Unless negotiated by your insurance carrier, your therapist agrees to provide psychotherapy at the following fee schedule: **\$145.00 for the initial assessment, \$115.00 for a 45 minute individual session, \$130.00 for a 60 minute individual session, and/or \$125.00 for a 60 minute family/couples session. The fee for each session will be due prior to the start of the session.** Cash, Visa, MasterCard, or Discover are acceptable for payment, and we will provide you with a receipt of payment. The receipt of payment may also be used as a statement for insurance if applicable to you. **Please note that insurances audit and will retract payment, making you fully liable, if they find the client ineligible at time of services, i.e. your employer indicates a termination date but services were paid to the provider after that date.**

\_\_\_\_\_ (Initials)

**Telephone Calls:** Doing psychotherapy by telephone is an option, however it requires advance scheduling and may not be covered by your insurance. If you need to talk to your therapist between sessions as an emergency, you may be billed for that extra support. **Telephone calls that exceed 10 minutes in duration will be billed at \$1.00 per minute.** Phone contact to set or rearrange appointment times or brief phone contact to obtain relevant treatment information will not be billed. If this is the case, you and your therapist will need to explore adding tele-mental sessions or develop other resources that should help you in between sessions.

\_\_\_\_\_ (Initials)

**Ancillary Services:** Time spent performing services that support your counseling, such as writing reports, contact with outside parties by phone or letter, and supportive phone contact to the client outside of regular sessions, are not covered by insurance and will be billed directly to the client. **Ancillary services such as these will be billed at \$85.00 per need at the time of the request. Copy of records must be made in writing and will be charged \$0.50 per page.**

\_\_\_\_\_ (Initials)

**Know Your Insurance Plan:** Insurance companies have many rules and requirements specific to certain plans. It is your responsibility to find out your insurance company's policies, file for insurance reimbursement, and to see if Renewed Journey CS is In-Network with your plan. We will be glad to provide you with a statement for your insurance company and to assist you with any questions you may have in this area.

Help assist us to avoid reimbursement defaulting to you personally, so:

1. **It is your responsibility to notify our office of any changes, keep us current with any changes.**
2. **Make payment at the time of services for the entire balance for self-pay, patient responsibility, or past due balances.**
3. **Discuss your account balance only with the office administrator during check-in or check-out or by phone.**

\_\_\_\_\_ (Initials)

**Cancellation Policy & Fees:** In the event that you are unable to keep an appointment, notify your therapist at least 24 hours in advance. If such advance notice is not received, you will be financially responsible for the session you missed. Please note that insurance companies do not reimburse for missed sessions. You can avoid a same week reschedule, if availability exists. **Same day appointment cancellations are a \$40.00 fee. Cancellations in the pre-hour of scheduled appointments and no show appointments are charged at a \$60.00 fee.**

\_\_\_\_\_ (Initials)

**Legal/Court Policy & Fees:** You are financially responsible for any fees related to legal/court matters. For instances requiring court attendance, Renewed Journey Counseling Services, LLC will be paid in advance at **\$300.00** per hour at a 3 hour minimum. Time spent dealing with legal requests like subpoenas/court orders, notarized letters, phone conversations with lawyers will be charged at **\$75.00** per instance. Costs associated that are court related pay for your clinician's time, not an expert testimony. As a client with Renewed Journey Counseling Services legal fees that are incurred regardless of who is making the request must be paid at least 14 days in advance prior to court attendance or the day the subpoena has been received.

\_\_\_\_\_ (Initials)

By signing below I AGREE to ALL terms and conditions of this financial agreement.

\_\_\_\_\_  
 Print Client Name

\_\_\_\_\_  
 Client Signature/Authorized Person's Signature

\_\_\_\_\_  
 Date