

Client Fee Agreement

How Fees are Determined for Therapy:

Your hourly fee is determined by submitting your income information on the application and is assigned from our sliding fee scale based on your income and any household dependants. You will be asked to sign an Attestation of Income.

If you believe that you will be unable to pay your hourly fee because of financial constraints and/or inadequate insurance benefits, it is very important that you tell your therapist at your first session.

Payment

Clients are expected to check in at the front desk and pay prior to each service. Clients who have an outstanding balance greater than 3 times their Therapist Fee will not be seen until their balance is at or below half of that amount. Payment plans may be arranged through our business office.

Canceled/Failed Appointments:

- A scheduled appointment means that time is reserved only for you. If an appointment is missed or canceled with less than twenty-four hours notice, you will be billed \$20 or the fee agreed to on this Fee Agreement if less than \$20. Health plans do not cover payment for missed appointments; therefore, you are responsible for payment in full.
- If you fail an appointment and we are not contacted within 24 hours, your services may be discontinued or you may be placed on our wait list.

Fees will also be Charged for the Following Services:

- Anytime a session, with your consent, is longer than one hour, you will be billed in fifteen (15) minute increments.
- Face-to-face consultations held with other professionals on your behalf and with your approval.
- Significant client-initiated telephone calls.
- Staff time to write or copy reports at your request.

How Your Insurance Works for Therapy:

If you choose to use your health insurance, please know that there is no guarantee of payment by your insurance provider even after we have verified your benefits. Reasons for nonpayment may include, but are not limited to:

1. You may not meet the criteria for medical necessity as determined by your insurance company. Depending on your diagnosis, your insurance company may pay at a lesser rate. Some insurance companies only pay for a "Severe Mental Illness" diagnosis.
2. Your insurance company may not cover the type of treatment you are receiving.
3. Reimbursement may be at a lower rate for out of network providers.
4. You may be required to meet a deductible.

Insurance cannot be filed until the assessment is completed by your therapist. Payment to the agency may take from one to three months.

We ask that you pay our receptionist at each session. Any overpayment will be credited to your account. Regardless of any third party payments, you are responsible for your agreed upon fee.

The Client Fee Agreement of TriCity Family Services has been explained by staff and as the responsible party I agree to the following assigned fee of:

Therapist Fee

\$ _____ per Session

Assessment & Psychiatrist Fee

\$ _____ per hour

Client/Guardian Signature: _____

Date: _____

Witness: _____

Date: _____