

Millcreek Counseling Associates

Financial Agreement

Meetings

I normally conduct an assessment that will last from 2 to 4 sessions. Typically, I will schedule one 45-50 minute session (one appointment hour of 45-50 minutes duration) per week at a time we agree on, although some sessions may be longer or more frequent. **Once an appointment hour is scheduled, you will be expected to pay for it unless you provide 48 hours (1 business day) advance notice of cancellation (unless we both agree that you were unable to attend due to circumstances beyond your control). It is important to note that insurance companies do not provide reimbursement for cancelled sessions. A missed appointment charge will cost \$100.** If it is possible, I will try to find another time to reschedule your appointment.

Insurance Reimbursement

If you have a health insurance policy, it will usually provide some coverage for mental health treatment. I will fill out the forms and provide you with whatever assistance I can in helping you receive the benefits to which you are entitled; however, you (not your insurance company) are responsible for full payment of my fees. It is very important that you find out exactly what mental health services your insurance policy covers.

Billing and Payments

You will be expected to pay for each session at the time it is held, unless we agree otherwise or unless you have insurance coverage that requires another arrangement. **The Co-Pay is due at the session by cash or personal check.** The Payment schedules for other professional services will be agreed to when they are requested. In circumstances of unusual financial hardship, I may be willing to negotiate a fee adjustment or payment plan.

The following credit card will be charged \$100 for missed appointment:

Name on Credit Card:

Street Address Associated with Credit Card: _____

City: _____ State: _____ Zip Code: _____

Credit Card Number: _____ Security Code: _____

Expiration Month: _____ Expiration Year: _____

Signature: _____ Date: _____