

Sean Flynn, Ph.D., P.C.

Important Information About Appointments, Fees, Payments, & Insurance

I would like you to know as much as possible about some of the matters related to arranging our sessions and the cost of my services. Please read this information and ask as many questions as you need until you and I are clear about scheduling, fees, and payment. I will be happy to discuss these issues at anytime during our work together.

Appointments

I will try to schedule appointment times that are convenient for you. I prefer to schedule a regular & consistent time each week (or as often as we need to meet).

Typically, I see people once per week, especially at first. However, this is variable and I sometimes see people more or less often as is needed and agreed to. Appointments are 45 minutes long.

My schedule is usually as follows but, on occasion, other appointment times can be arranged.

Mondays	8:30 AM – 5:45 PM
Tuesdays	8:30 AM – 5:45 PM
Wednesdays	Paperwork Day
Thursdays	8:30 AM – 5:45 PM
Fridays	8:30 AM – 5:45 PM
Saturdays	Day Off
Sundays	Day Off

Missed Appointments and Cancellations

I do not charge for appointments cancelled 24 hours in advance or for missed appointments or sudden cancellations that are due to illness or other emergencies such as car accidents. You may be billed for missed appointments if you do not give at least 24 hours notice, do not show up for your appointment, or cancel for a reason that you should have reasonably foreseen, i.e. conflicting appointment, work conflict. When you schedule an appointment with me, you are asking me to reserve my time for you. If you do not give sufficient notice that you cannot keep your appointment, I cannot make alternative arrangements to provide services to others. It is for that reason I charge a fee.

Fees

My usual fees are \$200 for the initial session and \$135 for subsequent sessions.

Payment in full is expected at the time of service. If you will be using insurance to cover the cost of services, any co-payment or deductible must be paid before the start of the session. If you do not have the co-payment or deductible at the time of the scheduled appointment, the appointment may be cancelled and you may incur a late cancellation fee. So please remember to bring a form of payment to your appointments.

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Insurance

If you have health insurance that covers all or part of your treatment, I will be happy to file claims with your insurance company. However, in order to do so I must have:

- 1- A good photocopy of the front & back of your insurance card.
- 2- Your address, birth date, & social security number. If I am billing for services for a child, I will need the child's social security number too.
- 3- If the insurance is through someone else's employer (your spouse, the child's other parent), I will need that other person's address, birth date, & social security number.

Very Important. Please Remember: The insurance policy you have is a legal contract between you and your insurance company. You are responsible for your bill whether or not your insurance company covers or pays for the services you receive. You are also responsible for insuring that I am a participating provider with your insurance company and you are responsible for securing the initial authorization for payment of my services from your insurance company prior to our first session. In addition, you are responsible for knowing of any coverage limitations, such as maximum number of sessions per year, and either staying within your coverage benefits or in preparing to pay out of pocket for my services.

Other Fees

My usual fee applies for preparing and writing letters, reports, or making phone calls to third parties, i.e. physician's, social security determination related matters, teachers. If these activities are not done during our time together, you may be charged separately for them.

I usually do not charge for brief telephone calls with my clients or if the situation is an emergency or is of great urgency. I may, however, charge for phone calls with clients if the matter could be addressed in our sessions together and the conversation is lengthy, for example greater than 15 minutes.

There is a separate fee structure for any work related to legal or court related matters. If our work together involves or may involve legal matters or court matters, please ask to review my fee schedule for those services.

In the event that a patient account must be referred to a third party for collection, the responsible party agrees to pay all reasonable fees and costs.

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Agreement

I have read the above information about Dr. Sean Flynn and agree to the terms above. I have been provided the opportunity to ask questions about the agreement. Any changes to the agreement will be attached to this document.

Signature

Date

Printed Name