

Child and Adolescent Clinic PC

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POLICY FOR PAYMENT OF FEES ON CASH BASIS

It is the policy of this office to accept payment at the end of each session unless other arrangements are made.

Reports and Surveys: Verbal and written reports will be billed at \$2 per minute. If a report requires more than an hour of time you will be notified in advance. One page diagnostic reports to physicians will be billed at \$50. All referrals to psychiatrists for second opinions or medication require verbal and sometimes written reports. **Survey fees are due “in full” at the time of the interpretation session.**

School Consultation: \$150 per hour will be charged for school consults. Preparation time will be billed at \$65 for ½ hour and \$130 for 1 hour. Phone consultation with school staff or parents will be billed according to the following schedule: 1st 15 min.- \$40, 15min intervals thereafter - \$30.

Payment of Fees. Monthly statements are mailed. If there is a balance due upon receipt of the statement, payment is expected within 30 days. Statements 90 days past due will be considered a delinquent account. Any bill 90 days past due will be turned over to a collections agency, at which time a collection fee will be added to your remaining balance.

Cancellation of appointments must be made 24 hours in advance to avoid being charged the full amount of the appointment.

I have read and agree to abide by the above guidelines.

Signature of Responsible Party:

Date: _____

Signature of Witness:

Date: _____