

**JOHN R DAY & ASSOCIATES, LTD
CHRISTIAN PSYCHOLOGICAL ASSOCIATES**

SLIDING FEE DISCOUNT APPLICATION

It is the policy of Christian Psychological Associates to provide counseling services to those with no insurance or insurance with whom we are not in network. Discounts are offered based on family size and annual income. For the purposes of this program, a family is a head of household, spouse/partner and children dependents. ***The discount will apply to counseling services only.*** This form must be completed every 12 months or when your financial or insurance situation changes.

Please complete the following information and return to our office to determine if you or members of your family are eligible for a discount. If completing online, please email the completed form to home@christianpsychological.org or fax to 309-692-2262. The sooner we receive the application, the sooner you will know your discounted fee if any.

Patient: _____ **Responsible Party*:** _____ **Phone:** _____

* The Responsible Party is the person who initiates counseling/therapy for self or minor dependent and will be responsible for payments. Please see the Financial Policy for more details.

Please list spouse/partner and dependents under age 18.

Name	Relationship	Age

Annual Household Income

Source	Self	Spouse	Dependent under 18	Total
Gross wages, salaries, tips, etc.				
Income from business, self-employment, and dependents				
Unemployment compensation, worker's compensation, Social Security, Supplemental Security Income, public assistance, veteran's payments, survivor benefits, pension or retirement income				
Interest, dividends, rents, royalties, income from estates, trusts, educational assistance, alimony, child support, assistance from outside the household, and other miscellaneous sources				
Total Income				

IMPORTANT: Please send a copy of your most recent Tax Return and 2 most recent pay stubs with your application before a discount can be approved. Application may be rejected due to lack of sufficient proof of income.

I certify that the family size and income information shown above is correct. **I certify that I do not have insurance at this time, and that I must inform Christian Psychological Associates immediately if/when I do.** I understand that any misleading information or omissions may disqualify me from the discount program, and I will be responsible for the full fee of all visits previously on sliding fee.

Reason client is applying for discount: _____

Signature of Responsible Party: _____ **Date:** _____

Office Use Only

Patient Name: _____ Approved Discount: _____

Approved By: _____ Date Approved: _____ Number of sessions approved: _____

Verification Checklist	Yes	No
Prior year's tax return		
Two most recent pay stubs		
Insurance card (s) including Medicaid card		

Reason Not Approved: _____ By: _____ Date: _____

NOTE: All cash clients need to have a credit or debit card on file. Fees will be automatically charged when a session has been attended. Please fill out the form attached. Assignment may be delayed if we do not have a card on file for Autopay. For exceptions, please talk to Jessica Le or email her at jessica@christianpsychological.org.

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AUTOPAY AUTHORIZATION

I, (Full Name) _____ authorize John R. Day & Associates to charge my credit/debit card for my visits according to the established fee for counseling/therapy or psychological testing if any. (Psychological testing fees will be discussed separately if needed.)

ACCOUNT #: _____ **EXP:** _____ **SEC. CODE:** _____

TYPE OF CARD: _____ **DEBIT** _____ **CREDIT** _____ **HSA** _____ **SIGNATURE:** _____

CARD HOLDER CONTACT PHONE NUMBER: _____

PATIENT NAME (if different from card carrier): _____

**You may cancel this agreement at any time in writing.*

***Due to the sensitive nature of this information, you may bring it to the office, mail it, or call in this information over the phone.*

AUTOPAY POLICY

1. This charge authorization will be used for all balances, including copays, coinsurance, and deductibles.
2. Copays will be charged after the visit.
3. Deductibles and coinsurance will be charged after insurance replies.
4. If there is psychological testing, the Report Fee will be charged to this card. The balance after insurance will also be charged to this card.
5. For Cash Only clients, the established fee will be charged to this card.
6. If you would like to use another method of payment, you can let us know at any time.
7. If the card on file is rejected, another method of payment must be provided as soon as possible. If you do not provide us with another method of payment by the next visit, the appointment may be rescheduled.