

BALANCED SOLUTIONS PLLC NOTICE OF OFFICE / FINANCIAL INFORMATION

Appointments are set by mutual agreement between the clinician and the client.. Clients must call to inform the office of appointment cancellations at least 24 hours in advance in order to avoid charges for missed sessions.

Payment is due at the beginning of each session. All fees **must** be paid at the time of the appointment. **Payments for sessions should be made by cash or credit card (Visa and MasterCard are accepted for an additional administration fee of 3%).**

Any amount owed by a client will be sent in a statement at the end of each month. Should payment or payment arrangements not be made within thirty (30) days of invoice date, all unpaid balances will be sent to a collection agency for non-payment. At this time, you understand and agree that the money owed to Balanced Solutions PLLC will be collected by the collection agency plus a forty (40) percent collection fee.

Balanced Solutions PLLC **will not** complete forms or provide specialized records for clients to obtain or maintain disability income, work or school leave, FMLA, or for court or legal cases. Balanced Solutions PLLC will not bill disability/worker's compensation insurance companies or client's attorneys, or get involved in disability or legal/court cases. Should any therapist at Balanced Solutions PLLC be subpoenaed or required to participate in any sort of legal matters (such as correspondence, consultations with attorneys, expert opinions, or creation of any documents which will be used for legal purposes), the client (not the insurance company) will be billed at a rate of \$350 per hour and a NON-REFUNDABLE minimum of one hour fee must be deposited one week prior to services. This is a per scheduled date fee and will be billed for each date the therapist has to block their schedule for legal services. Any non-legal document preparation which therapist agrees to complete will be billed at the rate of \$125 per hour.

Signature of Client or Parent/Guardian

Date

I acknowledge that I have read and understand this Notice of Office/Financial Information offered by Balanced Solutions PLLC.