AGREEMENT FOR PAYMENT AND FINANCIAL RESPONSIBILITIES

Cornelia Williams LLC is a for-profit counseling center. The standard fee for a first evaluation appointment is $190 and the standard fee for ongoing counseling is $120 per session. Please complete the following and return to your counselor.

1. I am responsible for obtaining all authorizations and for all charges not covered. I understand that I am responsible for charges not covered or reimbursed by the above agents. I agree, in the event of non-payment, to assume the costs of interest, collection and legal action (if required and waive confidentiality for this purpose).

2. My therapist may discuss accommodations in special circumstances (i.e. video therapy, phone sessions); it is my responsibility to determine insurance coverage for these sessions or to cover the cost of the service at the agreed-upon rates.

3. I authorize Cornelia Williams LLC staff to communicate with my insurance company for the purpose of claim verification and authorization for services, including a diagnosis code, and for my insurance carrier to release information regarding my coverage to Cornelia Williams LLC. I authorize the release of any medical or other information necessary to process this claim.

4. My right to payment for all services are hereby assigned to Cornelia Williams LLC. This assignment covers any and all benefits under Medicare, other government sponsored programs, private insurance and any other health plans. I acknowledge this document as a legally binding assignment to collect my benefits as payment of claims for services. In the event my insurance carrier does not accept Assignment of Benefits, or if payments are made directly to me or my representative, I will endorse such payments to Cornelia Williams LLC.

5. I understand that I have a right to request and receive a Notice of Privacy Practices from Cornelia Williams LLC.

THIS AGREEMENT/CONSENTWILL REMAIN IN EFFECT UNLESS REVOKED BY ME IN WRITING.

**By signing I indicate that my therapist has discussed my fees for co-pay/session rate, late cancellation (<24 hours’ notice) and no shows, and any phone consultation fees I may be responsible for, and that I agree to pay those promptly.**

**I have read the above statements and accept the terms.**

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**CONSENT FOR COUNSELING SERVICES**

**Welcome to Cornelia Williams LLC**

Cornelia Williams LLC is an interfaith counseling agency with a mission to enhance emotional, relational, and spiritual well-being through quality and affordable counseling, professional training, and community education. This document contains important information about the services and policies of Cornelia Williams LLC. Please review the information carefully, sign the document, and discuss any questions with your therapist.

**Confidentiality**

Policies about confidentiality, as well as other information about your privacy rights, are fully described in a separate document entitled Notice of Privacy Practices. It is the policy of Cornelia Williams LLC to protect the privacy of every client to the maximum extent possible. Generally, information about you or services furnished to you will not be released without your prior written consent. There are, however, some circumstances which require the disclosure of information without your

consent, such as when:

a) mandated by state or federal law due to suspicion or knowledge of child abuse and/or neglect or elder abuse and/or

neglect,

b) there is an imminent risk or serious threat of physical harm to self or to others, and

c) specifically ordered by a court of law.

In accordance with the quality assurance standards set by Cornelia Williams LLC your file may be reviewed to ensure record keeping compliance. Also, your therapist may discuss your treatment with a supervisor and/or peer consultation group to ensure the provision of quality care. All Cornelia Williams LLC supervisors and staff are obligated to follow laws of confidentiality.

**Cancellation Policy**

Cornelia Williams LLC requires 24-hours notice in the event you need to cancel or reschedule your appointment. To cancel or reschedule your appointment contact your therapist by calling his / her direct phone number, or you may contact the front desk at 912-662-6167 between 8:30am and 4:30pm, Monday through Friday. After hours, you may contact the office and allow 24 hours for a response.

Appointments that are cancelled or missed without the 24-hours notice will be billed to your account in the amount that Cornelia Williams LLC would collect if the service had been provided as scheduled. Insurance does not reimburse for missed appointments; therefore, you are responsible for full payment of this fee. For example, if your insurance pays Cornelia Williams LLC $92 per session, you will be charged $92 for a late cancellation or no-show appointment rather than your usual copay (typically $15-40 per session). Please discuss with your therapist any questions about the cancellation policy.

**Messages**

If you need to contact your therapist outside of your scheduled appointment, you may contact him / her by calling the direct phone number, or you may contact the front desk at 912-662-6167 between 8:30am and 4:30pm, Monday through Friday. Messages are reviewed and responded to within 3 business days. If you experience a mental health crisis, please review the section on emergencies below. Please discuss with your therapist any questions about how he / she handles messages.

**Emergencies**

Please discuss with your therapist how to handle emergencies. If you experience a mental health crisis outside of a session, there are several resources that you can utilize for help. These resources are available 24 hours per day, 365 days per year. Alternatively, you may go to the nearest Emergency Room, utilize the Behavioral Health Urgent Care at Coastal Harbor (open daily), or call 911. **Cornelia Williams LLC is not an emergency agent.**

**Fees and Insurance**

The fee for your first appointment is determined by a Client Service Specialist during the intake process. At the first appointment, you and your therapist will establish the ongoing appointment fee. Payment is expected at the time of your appointment. Cornelia Williams LLC accepts cash, checks, MasterCard, Discover, and Visa.

Cornelia Williams LLC does not accept Medicare or insurance as of now but does use a super-billing. This varies per the individual therapist / provider, so please discuss this further with your therapist. If you select to use your insurance, we will assist you in answering basic questions about your benefits, as well as submit claims on your behalf. You will need to provide your current insurance identification card at the time of your initial appointment. You will also need a copy of an active credit card on file for missed or cancelled appointments. Ultimately, you are responsible for payment and understanding your insurance policy.

The standard fee is $190 for an initial appointment, and $120 for ongoing appointments. Please discuss this information further with your therapist. Cornelia Williams LLC is a for-profit counseling center, and timeliness of payments is important. Overdue accounts may result in formal collection procedures.