

TERI WRIGHT BUDNER, Ph.D.
2101 N. MAIN ST., STE. D
SANTA ANA, CA. 92706
714 558 8487

FINANCIAL RESPONSIBILITY

I participate with several major health plans and, as a courtesy, I will send claims to your primary and secondary carriers. and will accept payment directly from them. I will make my best effort to verify insurance eligibility and benefits, but ultimately it is your responsibility to know your policy and coverage because you are personally responsible for any charges that the insurance company denies, and for charges for services that are not covered under your plan. You are also responsible for the copay or co-insurance (percentage), and/or for charges that have been applied to your deductible. Please be aware that if you are not the Subscriber on the insurance policy, there will be documentation that is sent to the Subscriber by the insurance company regarding claims made on the policy.

Let me know if you are using Employee Assistance Program (EAP) benefits, and provide me with the authorization number. I cannot bill EAP if I do not know that you are using those benefits. In the case that I am not aware of EAP benefits, your medical health insurance will be billed, or you will be considered self-pay.

In order to focus more on the people and less on the business part of my practice, I am working with Veronica at Bulldog Billing (she really does have a bulldog!), a service that uses electronic means to facilitate communication, keep track of services, and deal with payments.

You can reach her at veronica.twrightphd@gmail.com

CREDIT CARD INFORMATION

This practice management system requires a credit card on file for each client, and I will be unable to schedule future appointments without this information.

It is my policy to collect the copay or co-insurance at the time of service, and the client has the option to pay with check or cash, or to simply allow me to charge the card on file. In the case that payment is not made - for example, if the amount the patient is responsible for is not clear - payment will be charged to your credit card once the insurance has paid its part. Charges applied to your deductible by the insurance company will also be charged to your credit card.

The fee for a missed appointment or an appointment cancelled with fewer than 24 hours notice is \$50.00. This fee will be automatically charged to the credit card on file on the date of the missed appointment. (It is my policy, though, not to charge for missed appointments or late cancellations during the week after I return from vacation because I set up my phone system not to accept messages when I am gone.)

Charges for services you have requested or have agreed to that are not covered by your insurance will be charged to your credit card. These include (but are not limited to):

Missed Appointments/Late Cancellations:	\$50.00 (see above)
Copies of Records:	\$25.00
Letters and Completion of Forms:	\$25.00 - \$50.00

(complex or lengthy forms or reports will require additional charges)

For charges greater than \$100.00, you will be sent an invoice through my credit card service (Square), and you will be able to pay with your card through them.

Whenever your credit card is charged, you will receive an email/text with the date, fee, and reason for the charge. If you have any questions about the charge, please contact me or Veronica.

NAME ON CREDIT CARD _____

CREDIT CARD # _____

EXPIRATION DATE _____

SECURITY CODE _____ BILLING ZIP CODE _____

I authorize Teri Wright Budner, Ph.D. to charge the credit card above for fees as required by office policy or insurance company.

SIGNATURE DATE

EMAIL/TEXT

In order to be able to send you invoices and receipts, please provide your email address and cell phone number:

EMAIL: _____ CELL PHONE: _____

APPOINTMENT REMINDERS

This will also allow me to provide appointment reminders.

Please indicate your preference: ____ email reminders; ____ text reminders

I authorize Teri Wright Budner, Ph.D. to send appointment reminders via email or text.

SIGNATURE DATE

I also now have the ability to communicate with established patients through an app that provides HIPAA-compliant (confidential) texting. Go to OhMD, and search for "Teri Wright Budner". It will notify me, and I will have to approve the request. Please note that I will only use texting for basic messages. If you need to communicate with me for issues related to therapy, please call my office.