

Pastures of Hope

We offer a professional staff of Licensed Clinical Social Workers, Certified Life Coaches, and Eagle Certified Mental Health Specialists. All professionals are independent providers of service. We are providing the following information for you to assist in understanding our general office policies.

PAYMENT AND BILLING PROCEDURES

Payment is expected at the time services are rendered unless prior payment arrangement has been made with the Office Manager or Billing Clerk.

FEES FOR SERVICE

Group Sessions (90 + mins) \$80.00 - \$100.00

Individual Session (60 + mins) \$175.00

Family/Couples Sessions (60 - 75 mins) \$200.00

Phone calls, letters, written correspondence, e-mail, etc. – charged per provider based on hourly rate.

CANCELLATION AND MISSED APPOINTMENTS

As we have reserved a time for you, any missed appointments and appointments that are not canceled twenty-four (24) hours in advanced will result in \$150.00 service fee. REASONS such as illness, emergencies, and bad weather are exceptions. Any charges obtained due to missed appointments will be required to be paid prior to your next appointment. If you are unsure in this regard, please discuss this with our office staff and/or the clinician involved.

Name: _____

Title: _____

Organization: _____

Address: _____

Phone #: _____

Work #: _____

Cell #: _____

Fax #: _____

Email: _____

I have received and read the **PAYMENT AND FEE CLIENT OFFICE POLICY OF PASTURES OF HOPE**. I understand this is a binding agreement between Pastures of Hope and myself. I agree to abide by the rules and policy of this office.

I hereby agree and understand that should my account become delinquent and have to be referred to a licensed collection agency, that I will be responsible for the balance due in addition to any collection agency/court fees.

NAME (Please Print)

SIGNATURE:

DATE:

WITNESS SIGNATURE:

DATE: