

One Step at a Time Therapy Center

Fee/Charge Policies

IN NETWORK INSURANCE PLANS

If you have an insurance plan that is in network with our providers, it is important for you to understand that payment from insurance is not guaranteed. Our fee is \$100 per session and we will make every effort to work with your insurance in order to receive payment from them. However, if insurance does not pay it is ultimately the client's responsibility. We will confirm your eligibility with your insurance, but it may be in your best interest to confirm as well and inform us of any changes.

OUT OF NETWORK INSURANCE PLANS

If you have an insurance plan that is out of network with our providers, or if you do not have insurance that covers counseling, the fee per session is \$100 and is due at the time of service, unless there has been another arrangement made with us.

Services not covered by insurance include:

Reports (ie. court reports)

Completion of Forms (ie. social services)

Phone conversations (ie. disability services or child protective services)

In person participation at meetings (ie. court, school, etc.)

**Since our fee is \$100 per 45 minute session, the cost for these services can be broken down based on this fee. For example, a 30 minute phone conversation would cost \$66.00, a letter that takes 15 minutes to write would cost \$33.00. Please make a verbal request 2 weeks in advance (if applicable) for any documentation/letter you may need. This allows ample amount of time to collect the information and compose a comprehensive, professional letter at your request.

ACCEPTED PAYMENT TYPES AND ASSOCIATED FEES

Checks and cash are the preferred method of payment in order to avoid credit card fees. If you choose to pay for services with your credit card, we reserve the right to charge you the fees equal to the fees being charged to us by the credit card processing company.

Any insufficient funds fees for returned checks will be passed onto you as the client.

APPOINTMENTS AND CANCELLATIONS

If you cancel or do not show, you will be responsible for the entire session fee (including the portion that insurance would have covered) unless there is an emergency that is out of your control, you are going on vacation, or celebrating a holiday. I encourage you to contact your therapist as soon as possible if there is a conflict in scheduling so that you have enough time to reschedule within that week. This is necessary because a time commitment is made to you and is held exclusively for you. If you are late for a session, you may lose some of that session time. You will benefit the most from being dedicated to your treatment and you will be held responsible for making your weekly sessions a priority.

The standard meeting time for psychotherapy is 45 minutes. Requests to change the 45-minute session needs to be discussed with the therapist in order for time to be scheduled in advance.

BY SIGNING BELOW I AM AGREEING THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ITEMS CONTAINED IN THIS DOCUMENT.

Printed Name

Signature

Date