**Lindsay Cooper LAC, LCPC**

410 Central Avenue Suite 308

Great Falls, MT 59401

406-836-7494

**Insurance Contract**

I am happy to verify your insurance eligibility. I will need a copy of your original, current insurance card prior to the intake session. I will verify your eligibility each time you receive a new card. Please bring the original copy of your new insurance card to each session.

Ultimately, you are responsible for fees if your insurance refuses to pay for services rendered. If your insurance does not pay for services provided, you will be responsible for calling your insurance company with payment questions. My services start at $125.00 per 50 minute session. If you have applied for a new card or your insurance eligibility expires, you will be responsible for the full fee for the service you received.

I cannot file insurance claims for late cancellations and for no shows, therefore you will be personally charged a fee of $125.00 for these missed appointments.

You are responsible for paying your copayments and/or deductibles in a timely manner. If your account reaches a balance of $500.00, payment arrangements need to be arranged before an appointment is scheduled. If your account is 90 days past due with no payment, your account will be sent to collections. If your account is in collections, I will not be able to provide services until it is paid in full.

If you need to cancel or reschedule your appointment, please contact the office 24 hours prior to your scheduled appointment or you will be charged the cancellation amount of $125.00. A late cancellation is an appointment cancelled without giving 24 hour notice or an appointment that is terminated before 30 minutes after the session began.

After two (2) cancellations and/or no-shows, you will be terminated as a client and a referral will be made at your request. If you do cancel an appointment, it is your responsibility to reschedule a following appointment. If you do not reschedule an appointment within two weeks, I will assume you are no longer interested in my services and you will no longer be an active client. If you are interested in services after becoming an inactive client you will have to reapply for services. If I am not accepting new clients at that time a referral will be made. If you are considered a no show for the intake session, I will not be able to reschedule another intake for you until the full fee is paid for the missed appointment. The cancellation amount for a no show intake is $200.00.

Also, please be aware that if I am required to by subpoena or requested to by you to take part in any legal proceeding, the fees for legal services are $300.00 per hour with a two hour minimum. There are no discounts available for court related services.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client/ Guardian Signature Printed Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Counselor Signature Printed Name Date