



Comprehensive Mental Health

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### FINANCIAL DISCLAIMER & POLICY

When Comprehensive Mental Health books your appointment, we are setting aside a dedicated appointment time just for you. We ask that if you must reschedule your appointment, you provide us with at least 24 hours' notice. This courtesy makes it possible to give your reserved time slot to another patient who may need services.

**You will be charged the full session fee for missed appointments or appointments not canceled with 24 hours' notice. Late cancellation/no-show fees are NOT COVERED BY INSURANCE.** Appointment fees are as follows:

- Initial Psychiatric Evaluation: \$425
- Follow-Up Psychiatric Visit: \$275
- Initial Psychotherapy Session: \$330
- Routine Psychotherapy Session: \$250

**Repeated cancellations or missed appointments (more than 2 appointments in a row) will result in the forfeiture of your slot on our providers' caseload and the closure of your chart with Comprehensive Mental Health.** Every patient in our practice receives their individual appointment reservation. When your appointment is made, a time is reserved, your materials are ordered, and we make special arrangements to be ready for your visit. Except in cases of emergencies, you can expect us to be prompt. We expect the same courtesy from you.

### Credit Card Appointment Reservation Information

Please take notice. The card that is provided below will be charged on the day of your scheduled appointment to cover any co-pays, co-insurance, deductibles, out-of-pocket obligations, and late/missed appointment fees.

Patient Name: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Circle One: Visa MasterCard Amex Discover Other

Security/CVC (3 digits): \_\_\_\_\_ Amex Sec Code (4 digits): \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Credit card information is kept on file to cover any co-pays, co-insurance, deductibles not met, out-of-pocket obligations, and late/missed appointment fees.

**Late/missed appointment fees are the full amount of your scheduled service, are not covered by insurance, and will be charged if the appointment is not canceled with 24 hours' notice.**