



Office Policy for Billing & Appointments

Each licensed therapist is independently incorporated and responsible for billing/record keeping for their own patients.

We individually outsource our billing accounts. We will submit the billing and will send you a statement of your account when you have a balance due. You are welcome to contact Med-Write at 406-655-0980 for any billing questions.

PAYMENT RESPONSIBILITY:

As a client I acknowledge that I am ultimately responsible for all charges not covered under my insurance, EAP, or Managed Care Plan including psychological testing, letters, phone calls, emails, court proceedings and all co-payments. I understand there will be a charge for No Shows and or unexcused cancels without 24 hour notice.

SUPERVISION: We may utilize confidential group or individual supervision with other independent practitioners as necessary.

List of Customary Charges:

- The customary fee for the initial interview is \$225.00. Individual sessions \$165.00 or the allowed billable fee established by your health insurance/managed care plan. A billable session includes all administrative time even if that happens outside of your session. Family counseling, couples counseling or group counseling, all have different rates. High deductible insurance policies may be handled on a fee for service basis.
- Please note if your provider is an intern or student and has a site supervisor, services cannot be submitted to insurance. Your provider will discuss the options for "Self Pay" and what their fee for service amount is.
- Any required co-payments, fee for service, or health savings accounts may be made at the end of your session. We can accept most credit and debit cards, HSA, checks or cash.
- You will be billed for missed appointments without 24 hour notification or "no shows". Exceptions are illness or other immediate crisis, but notification needs to be provided ASAP.
- We charge a set fee for other professional services such as, psychological assessments, testing, reviewing testing, report writing, treatment summaries, phone conversations lasting over 10 minutes, attendance at meetings or consultation.
- Court proceedings are billed at \$275/hour with a 3 hour minimum charge. This includes all subpoenaed activity i.e. depositions, file reviews, and court appearances. Since we have to clear out our schedules to appear, you will be charged even if we are not called to testify. We require 72hours notice for cancellations without charge on any appearance or deposition.
- We are willing to travel for depositions and court appearances. Our bill for this service will include any needed hotel stays and all meals plus travel time at \$75/hour.
- Attorneys often want to speak with us. We will have you fill out a Release of Information (confidentiality) first. This will apply whether your attorney wants to speak with us in person, by phone, or any written form of communication. All attorney communications are charged at the same rate. \$200/hour with a 15 minute minimum.
- We realize that there are letters and calls that will fall into our regular duties. We ask that these be kept to a minimum so that we can spend more time with our patients. When there are excessive requests for letters, phone calls, emails, etc, we will begin to charge for each of these. Your therapist will discuss this with you and you will be notified before the charges begin. All phone calls longer than 10 minutes will be charged for at a rate of \$100/hour.
- If your bill is too large to pay for a given month, please ask your provider about a payment plan.

If you have any questions regarding our Office Policy for Billing and Appointments, please contact your therapist.

I hereby acknowledge by my signature that I have been presented with a copy of the Office Policy for Billing and Appointments by my therapist.

Signature of client : _____ Date: _____