

COUNSELING AND FORENSIC SERVICES BILLING POLICIES EFFECTIVE JANUARY 2014

- PLEASE NOTE THAT APPOINTMENTS THAT ARE NOT CANCELLED WITHIN 24 HOURS WILL BE CHARGED A \$50 LATE CANCELLATION/NO SHOW FEE. YOU ARE RESPONSIBLE FOR YOUR FEE. YOU ARE ALSO RESPONSIBLE FOR COURT COSTS AND COLLECTIONS FEES IF APPLICABLE.
- IT IS **YOUR** RESPONSIBILITY TO CONTACT YOUR INSURANCE COMPANY FOR BENEFITS INFORMATION AND AUTHORIZATION. IF YOU ARE USING AN EAP, IT IS YOUR RESPONSIBILITY TO PROVIDE US WITH THE FOLLOWING INFORMATION: NAME OF EAP, AUTHORIZATION NUMBER, EFFECTIVE DATES, NUMBER OF SESSIONS AUTHORIZED, AND PHONE NUMBER. IF THIS INFORMATION IS NOT PROVIDED TO US, WE WILL BILL THE INSURANCE COMPANY ON FILE AND YOU WILL BE RESPONSIBLE FOR ANY COPAYMENT OR COINSURANCE.
- CO-PAYMENTS MUST BE PAID AT EACH VISIT.
- SHOULD YOUR CLAIM BE DENIED BY YOUR INSURANCE COMPANY, YOU ARE RESPONSIBLE FOR THE FEE.
- IF BALANCES ARE NOT PAID WITHIN 30 DAYS OF THE DATE OF THE INVOICE, A 2% LATE FEE WILL BE CHARGED TO YOUR ACCOUNT. ANY BALANCE NOT PAID WITHIN 60 DAYS OF THE DATE OF THE INVOICE WILL BE CHARGED A 5% LATE FEE.
- ANY BALANCE UNPAID AFTER 90 DAYS WILL BE SENT TO COLLECTIONS AND AN ADDITIONAL FEE OF \$100 WILL BE ADDED TO YOUR ACCOUNT.
- CFS DOES NOT ACCEPT INSURANCE FOR EVALUATIONS.
- COUNSELING AND FORENSIC SERVICES DOES NOT ACCEPT MEDICARE OR MEDICAID.
- I AGREE TO HAVE THIRD PARTY PAYMENTS TURNED OVER TO COUNSELING AND FORENSIC SERVICES, INC.
- FEE FOR COMPLETION OF FORMS, REPORTS AND LETTERS: THIS IS A NON-INSURANCE COVERED SERVICE; THEREFORE, A FEE IS CHARGED FOR THE COMPLETION OF FORMS OR THE WRITING OF LETTERS. THE FEE FOR A ONE PAGE STANDARD FORM OR LETTER IS \$20.00. COMPLEX FORMS AND LETTERS THAT REQUIRE MORE TIME IN PREPARATION WILL BE SUBJECT TO A FEE RANGING FROM \$25.00-\$100.00. ALL FEES ARE DUE PRIOR TO THEIR COMPLETION.
- BY SIGNING BELOW YOU ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND COUNSELING AND FORENSIC SERVICES, INC'S BILLING POLICIES.

Client Name

Signature

Date