

## Insurance Verification

Your therapist may participate with several insurance plans and documentation may be submitted to your insurance company at no additional cost. Most insurance plans have a deductible and/or session copayment that is your responsibility. Payments of session fees are due at the time of service. Acceptable methods of payment are cash or credit card (add 4%). You are also responsible for any fees not covered, not paid, or denied by your insurance company. Account balances must be paid prior to or at the beginning of the next session. Continuation of services may be dependent on having your account in good standing. Please contact your insurance company to determine your benefits and authorization requirements. It is your responsibility to find out if you need an authorization for mental health services. Sessions that have not been authorized will not be covered by your insurance and you will have to pay the full fee for these sessions. If you are unsure about your benefits at the first session you will be asked to pay the full fee or maximum co-pay

### No Show and Cancellation Policies

Please give at least 24 hours' notice of cancellation or rescheduling of your appointment. You will be billed \$50 for not giving a minimum of 24 hours. This fee is your responsibility and will not be billed to your insurance company. It must be paid prior to additional psychotherapy service being delivered.

### Insurance Company Information --

Client Name \_\_\_\_\_ Birth Date \_\_\_\_ \ \_\_\_\_ \ \_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Policy Holder Information (IF policy holder is not client)

Name \_\_\_\_\_ Birth Date \_\_\_\_ \ \_\_\_\_ \ \_\_\_\_ Gender: M F

Client relationship to Insured: Self Spouse Child Other

Insurance Company: \_\_\_\_\_ ID number \_\_\_\_\_

Group number \_\_\_\_\_ Co-pay/coinsurance for each session: \_\_\_\_\_

Deductible? \_\_\_\_\_ Has it been met? Yes No Amount met to date: \_\_\_\_\_

Client Signature \_\_\_\_\_ Date \_\_\_\_\_