



HOLISTIC MENTAL HEALTH

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FINANCIAL and MISSED APPOINTMENT POLICIES

Welcome to The Holistic Mental Health Clinic. Please review our financial and missed appointment policies. If you have questions feel free to ask the Holistic Mental Health Clinic staff.

FINANCIAL POLICY

Fees. Counseling sessions are 60 minutes long. The fee for a 60 minute session, either face-to-face, phone or secure video conferencing is \$_____. A first-time patient is charged 50% up front by credit card to hold their appointment time. This fee is non-refundable and it is deducted from your first visit. Payment is collected at the beginning of the session. For convenience we ask you to place a credit card on file for future billing.

Payment Responsibility. Patients are responsible for the cost of their care.

Payment is expected at the time the service is rendered.

Methods of Payment. The Holistic Mental Health Clinic accepts cash, checks, major credit cards and Health Savings Accounts (HSA's).

Would you like a Year-End Statement of services for Insurance or Tax Purposes? []YES []NO

Discounts for Payment in Advance

Option A. If you pay in full for your plan of care, you will receive a 20% discount off the total cost of your care.

Option B. Block Payments: For block of 20 or more visits paid in advance you will receive a 15% discount.

For block of 10 or more visits paid in advance you will receive a 10% discount.

Payment Arrangements. As a way to enable you to spread out your payments while keeping your account current, we agree to the following payment arrangement. The fee for the 60 minute sessions will be \$_____. I understand that as a way to receive treatment and spread out my payments, it is agreed that when my treatment services can be spread out, the above session fee will continue to be automatically charged weekly as a way to pay down my remaining balance. I understand any balance not paid by the end of treatment period will be automatically charged to my designated card on file at the weekly fee noted above until the balance is paid in full.

MISSED APPOINTMENT POLICY

Twenty-four-hour notice is required for the cancellation of an appointment. Appointments cancelled with less than 24-hour notice will be charged 50% of the session fee upon the missed appointment however, if the appointment is rescheduled within the same week, the 50% fee will be applied to that appointment. Appointments missed because of inclement weather or other major problems will not be charged. Your charge will be applied to your credit card on file.

REFUND POLICY

If you have paid for block visits and due to unforeseen circumstances (major illness, moving away) you will be unable to complete your treatment plan, a refund will be issued to you for the unused portion. The calculation will be the number of sessions used multiplied by the Counselor's non-discounted rate subtracted from the total paid.

I have read and agreed to the above conditions.

Patient Signature

Date