

FINANCIAL AGREEMENT/CONTRACT
between you and your therapist at Steven Katkin and Associates Inc.

Each appointment is reserved for you and/or your family. If you do not show up for this appointment or cancel within a 24 hour time period, this appointment time often cannot be filled. Therefore, you will be responsible for payment of the full rate of \$125/session for cancellations within 24 hours or not showing up for an appointment. Appointment times are scheduled at 45 minute intervals unless otherwise specified by your therapist.

If you are using insurance, you will be responsible for any deductibles, co-payments or amounts not covered by your insurance. Many insurance plans require an “authorization” be in place prior to your first session. If this authorization is not in place or the insurance company refuses payment for any reason, you will be fully responsible for payment. **We provide insurance billing as a courtesy, but the overall bill remains your responsibility thus we strongly urge you to contact your insurance company prior to your first session or shortly after to understand your financial responsibilities.**

If you are using insurance, and your insurance requires a co-payment, the co-payment will be due at the time of your appointment. **If you do not pay your co-payment at the time of the appointment you will be charged an additional \$10 billing fee.**

We will only bill secondary insurance plans if the copy of the secondary insurance is presented at the time of the visit. If it is not, presented, you will be responsible for the amount your secondary insurance is/was to cover.

All unpaid balances are due in full within 30 days. Balances past 90 days will be turned over to a third party collections agency. A collections fee of \$50 will be added to the total bill.

Additional fees will be added for services rendered outside of the scheduled appointment. This could include (but are not limited to) phone contacts with the patient or collateral source exceeding 10 minutes and any additional paperwork such as work forms. Appearances for court or court-related activities are billed at \$100 per hour and this will include travel time to and from court. Any documentation written for court outside of a scheduled session will cost \$75 per page.

The parent who brings a child client to his/her session is responsible for the co-payment.

I understand and agree with each of the above statements and stipulations.

Adult Patient, Guardian or Legal Representative

Date