

**FEE POLICY AGREEMENT**

We believe entering the counseling process is one of the most important commitments you can make. In addition, our commitment to you means reserving an appointment time solely for you. Therefore, we hold firmly to the following fee payment policies:

Our fee is \$120.00 per session. We do, however, work on a sliding scale and take most insurances.

**POLICIES**

- 1) Payment of **your** fee of **insurance copay** is expected at each session. If at any time your fee becomes a factor in continuing counseling, please consult your counselor.
  
- 2) Regarding appointments you do not keep by either:
  - 1) not coming to an appointment  
OR
  - 2) not canceling an appointment at least 24 hours in advance.
  - a) a fee of **\$40** is charged for appointments you fail to keep or cancel without 24 hours advance notice. If there are more than 3 missed appointments without a 24-hr. notification, the therapist has the discretion of canceling services.
  - b) We must receive your late/no cancel fee, or payment arrangements must be made, **BEFORE** your next appointment. You may mail or bring your payment to the office.
  
- 3) I understand that any amount not paid by my insurance company, including deductibles, co-pays, and after-cap amounts, is my responsibility to pay.

**I have read, understood, and agreed to the above policies and fees.**

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

Therapist Signature \_\_\_\_\_ Date

**\*\*\*May Franciscan Community Counseling send a thank you note to the person(s) who referred you to us? If so, please sign and date below. Thank you.**

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

**READ OTHER SIDE FOR FURTHER CLARIFICATION ON CANCELLATION POLICY**

Dear Client:

We have adopted the following MISSED APPOINTMENT and LATE CANCELLATION (less than 24 hours) POLICY.

We charge you the fee you agreed to on your FEE POLICY (\$40) if you do not keep your scheduled appointments or call less than 24 hours in advance of them

Please count on paying your fees before your next appointment

- \_ by credit card over the phone
- by mail
- at the beginning of your next session

If you are unable to pay your fee in full, it is necessary to call Danielle Tagliaferro (955-7008) and arrange for a deferred payment plan for part of your fee. Part must be paid before the next session occurs.

In order to avoid a Missed Appointment or Late Cancellation fee, we suggest the following:

- listening to weather reports, especially during the winter season.
- canceling your appointment if you begin to feel ill.
- having a friend/family member on call in case your car does not work, your babysitter does not come, etc.

If you have questions, please speak with your therapist or call Danielle Tagliaferro at 955-7008. Thank you.

Sincerely,

Elizabeth Ryan, LCSW  
Executive Director  
Franciscan Community Counseling