

## ***SUMMERVILLE PSYCHIATRIC ASSOCIATES***

### **FEES FOR SERVICES**

#### **Therapy and Medication Management**

Payment is due at the end of each session. You are responsible for notifying our office of any changes in your insurance and are responsible for any financial obligations that result from these changes.

#### **Missed Appointments & Late Cancellations**

If you must cancel or change your appointment, we require that you contact our office or cancel through our patient portal *at least 24 hours in advance*. Your therapist and/or doctor reserves the right to charge the full session fee for no shows or late cancellations. These fees are not covered by insurance and are the responsibility of the patient or guardian. Payment for missed appointments is due on or before your next scheduled appointment.

#### **Bank Fees**

You will be charged an additional \$35 for any check returned by the bank.

#### **Psychological Testing Services**

Psychological testing fees include the time spent with you, the time needed for scoring and studying the test results, and the time needed to write a report on the findings. The amount of time involved depends on the tests used and the questions the testing is intended to answer. Therefore, you will need to discuss any psychological testing and fees for the services with us in advance.

#### **Reports**

You will not be charged for time spent doing routine reports to your insurance company. However, you will be billed for any extra-long or complex reports the company might require. This includes the completion of any company disability insurance forms or Employee Assistance forms. Insurance does not cover these expenses.

#### **Other Services**

Charges for other services such as consultations with other therapists or any court-related services (such as consultations with lawyers, letters to attorneys about your case, depositions, or affidavits) will be based on the time involved in providing the service. Some services may require payment in advance. These fees are not covered by insurance and must be discussed before services are provided.

**Court/Legal Fees**

If your provider is subpoenaed to testify in court or give a disposition, you will be charged additional fees for that time. These fees are determined by the provider and are separate from the regular fees for sessions. Fee schedules are available upon request.

**Billing Statements**

When you receive a billing statement, the payment due is expected to be paid within five days of when you receive it.

If your unpaid balance reaches \$150, services may be suspended until payment is brought up to date. Fees that continue unpaid after 90 days may be turned over to a collection service.

**Name (Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_