



Your Tomorrow Can Feel Better Than Today

Financial & Missed Appointment Policy

Welcome to Jane Hardwick Counseling. Please read over our financial and missed appointment policies. If you have questions feel free to ask me about them.

Financial Policy

Fees: Counseling sessions are 45 minutes long. The fee for a 45-minute session, either face-to-face or by phone, is \$145 for the first session and \$125 for all further sessions. A first-time client is charged \$50 by credit card to hold their appointment time. This fee is non-refundable but it is deducted from your first visit. Payment is collected at the first of the session. We also ask you to place a credit card on file for future billing.

Charges: Occasionally there are extra charges or other altered charges, but in your case the fee for the 45 minute sessions will be \$125 after the first session.

Insurance Clients: If you have health insurance my billing service is happy to call your insurance company and verify your insurance benefits. They will also file your insurance for you. If your insurance covers a portion of your therapy we will be happy to wait for 60 days for your insurance to pay their portion. You will, however, be responsible for your deductible and co-pay or co-insurance. That portion of your care will be due at the time of your appointment. You will be responsible for all charges not covered by your insurance company.

Self-Pay Clients: Clients without insurance or with high deductibles are responsible for the cost of their care. Payment is expected at the time the service is rendered.

Methods of Payment: Jane Hardwick Counseling accepts cash, checks, and major credit cards.

Payment in Advance: For self-pay clients, if I suggest more than ten visits, you may pay for them in advance and receive a discount of 10%. Payment for multiple visits must be made by the third visit.

Missed Appointment Policy

Twenty-four-hour notice is required for the cancellation of an appointment. Appointments canceled with less than 24 hours' notice will be charged a \$50 fee. (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.

I have read and agree to the above conditions:

Client Name: _____ Date _____

Client Signature: _____

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