

## **Financial Policy**

### **Mission**

The mission of Benjamin Counseling Center is to foster a supportive therapeutic environment for children, adolescents and adults to feel empowered and encouraged to succeed in life.

### **EAP & Managed Care**

BCC participates in many Employee Assistance Programs (EAP) and Managed Care Programs. We will gladly provide services according to your plan when proper authorization is granted prior to your visit and we will accept payment according to our negotiated agreement with the Company. You will be responsible only for applicable copayments or deductibles at the time of your visit. However, since authorization is not a guarantee of payment, you will be responsible for services that are not covered by your EAP or Managed Care Plan.

### **Insurance**

We are also willing to bill most insurance companies. The payment that you make will then apply to your deductible, coinsurance, etc.

### **Discounts**

We have an adjusted fee agreement available if you do not have insurance coverage, or find that your plan only covers a small portion of our services. You will need to complete a statement regarding your adjusted payment then your therapist will determine your fee. It is our policy that this fee is paid on your appointment date. Special arrangements for billing may be considered on a case by case basis with administrative approval.

### **No Show/cancellation Fee**

In order to keep our schedules running smoothly and to serve as many people as possible, the policy of the Center is to assess a **\$60 no show/cancellation fee** when an appointment is missed or not cancelled **24 hours** prior to the scheduled time. In order to avoid this fee, you may simply contact our office within this time frame if you are unable to keep your appointment. It is acceptable to leave a message on your therapists' voicemail.

### **Legal Services**

In the event that your therapy involves court-related services, you will be asked to sign a separate agreement and **no insurance or discounted fee will be accepted.**

### **Collection**

We accept payment by cash, check, or credit card only. Your fee will be due at the time of Check-In or Check-Out. There will be a **\$35.00 fee** for returned checks. In the regrettable event that you leave our services owing a balance, your account will be transferred after 90 days to Credit Bureau System for collection.

I understand and agree to Benjamin Counseling Center's Financial Policies.

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

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