

## CREDIT CARD GUARANTEE

### [ ] SELF-PAY PATIENTS

If you:

- Are uninsured
- Have insurance that does not cover the cost of mental health counseling,
- Or choose to pay out-of-pocket for other reasons,

then you are responsible for full payment at the time of services. As a convenience to you, we will automatically charge your designated card below on the day of services.

We charge a **missed appointment fee** of   \$150.-   in the event that you miss an appointment without giving **24-hours' notice (except genuine emergency – for example: ER/hospitalization)**.

### [ ] INSURANCE PATIENTS

You are responsible for meeting your **deductible** and making **co-pays** or **co-insurance** payments at the time of service. As a courtesy to you, we will bill your health insurance provider on your behalf for the balance and wait up to 90 days for payment. Please remember, however, that you are ultimately responsible for payment.

On Day 90, if the bill has not been paid by your insurance company, we will charge your designated credit card below for the amount of the claim. Any payments made on these claims thereafter will be immediately refunded to you.

Your insurance provider does not pay for missed appointments. If you miss an appointment without giving **24-hours' notice**, you will be charged a **missed appointment fee** of \$150 (except in the case of a genuine emergency – for example: ER/hospitalization).

**I agree to the above terms and authorize you to charge my card.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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CREDIT CARD:     AMEX     VISA     MC     DISCOVER

CARDHOLDER'S NAME \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_  
\_\_\_\_\_

CARD # \_\_\_\_\_ EXP. DATE \_\_\_\_\_

THREE DIGIT CID NUMBER \_\_\_\_\_