

Coffee Counseling, Coaching, & Consulting

Private Practice of Barbara Coffee, Ph.D., ABD, LMFT

FINANCIAL POLICY AND MISSED APPOINTMENT POLICY

Welcome to **Coffee Counseling, Coaching, & Consulting (CCCC)**. Please read over our Financial and Missed Appointment Policy. If you have questions, feel free to ask the staff.

FINANCIAL POLICY

Fees. Counseling sessions are 45 minutes long. The fee for a 45-minute session is **\$150**. A first-time patient is charged [**50% of Session Fee**] 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 to save time and focus on therapy. Phone, WebEx, or Skype sessions are the same rate and time.

Charges. Occasionally there are extra charges or other altered charges, but in your case the fee for a 45-minute session will be __\$127.50 (prepaid package price) or __\$150.00 (regular fee).

Insurance Patients. If you have health insurance, please contact your insurance company and verify your insurance benefits. We will provide you with a receipt to file with your insurance. Whether or not your insurance choose to reimburse you/to pay their portion, you will be responsible for your deductible and co-pay or co-insurance. You will be responsible for all charges not covered by your insurance company.

Self-Pay Patients. Patients without insurance, with high deductibles, or who choose not to use their insurance for greater privacy are responsible for the cost of care. Payment is expected at the time of service, ideally at start of session to leave session time for more important work.

Methods of Payment. CCCC accepts cash, checks, and major credit cards.

Payment in Advance. If your therapist or coach suggests more than 5 visits, you may pay for them in advance and receive a discount of 15%. Payment for multiple visits must be made by the end the first visit, preferably at the beginning of the session to focus on therapy instead.

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 your full fee. Appointments missed because of dangerous weather (tornado/hurricane) or genuine emergency (ER/hospitalization) will not be charged. The charge will be applied to your credit card on file.

I have read and agree to the above conditions.

Name _____ Date _____