

Safe Harbor Counseling

Financial and Scheduling Policy / Agreement

Financial:

- Payment is expected at the time service is rendered. If you choose to pay by check for counseling services, please be prepared to supply a form of ID, such as a driver's license.

For insurance payments:

- I/we understand that even though Safe Harbor Counseling is billing my/our insurance that I/we are responsible for any balance that insurance does not cover.
- All balances on accounts will be collected from clients 90 days after insurance has been billed. This means that Safe Harbor Counseling is giving your insurance company 90 days to pay the claim. The law states that it must be processed within 30 days of receipt.
- After 90 days, you are responsible to pay Safe Harbor Counseling directly. We will give you a receipt, which you can use to try to get your insurance company to reimburse you.
- I/we understand that by signing this form, I/we agree to pay Safe Harbor Counseling any unpaid balance on my/our account in a prompt manner.

Scheduling:

Normally our counselors schedule clients into a particular time slot, which is either a weekly or every other week time slot.

It is our policy to allow one cancellation for every six months that you occupy a particular spot.

The second time that you cancel an appointment you have an option: you can either risk losing your spot or you can choose to pay the cancellation fee.

If you opt not to pay the cancellation fee, we will consider your spot to be an open spot that could be filled by another client. This would mean that in order to reschedule, you would need to take another spot.

If you choose to pay the cancellation fee, your spot would automatically be reserved for you.

- Note: Everything on this form pertains to keeping your normal spot. If you cancel with less than 24 hours notice, the cancellation fee always applies.

I, _____, have read the Safe Harbor Financial/ Scheduling Policy in its entirety and agree to it.

Date: _____

Signature: _____