



NOTICE OF FEES, PAYMENTS AND CANCELLATION POLICIES

Thank you for reviewing these policies. You agree to them when you sign the Policy Agreement and Consent to Treatment. It's important to our relationship to be clear about expectations around fees, payments, and cancellations. For this reason, I provide a written statement of current policies and practices. I reserve the right to change these in the future and assure you that I'll let you know of any changes in advance and in writing. Additionally, I reserve the right to make exceptions to these policies at my sole discretion.

Payment Policy: Unless otherwise agreed to, payment is to be made at the conclusion of each session. Forms of payment include credit cards and Health Savings Account (HSA) cards, cash, and checks. If any payment, such as a check or HSA card, is subsequently declined, you will still be responsible for balance of the bill. At least one credit card must be kept on file.

Standard Fees:

- \$130 per session hour (50 minutes). Any time over a clock hour is charged in 15-minute increments.
- Discounts: Clients who commit to a minimum of ten sessions over an initial 3-month period will receive a discount. This will be applied as one 'free' session following the completion of ten sessions at \$130 per session.
- Chemical dependency assessments (aka Rule 25) are charged at a flat rate of \$325. This includes the face to face interview, collateral contacts, written report including recommendations and referrals, and routine follow up as needed.
- Open Path member clients are charged \$50 per session hour. A separate financial agreement is required for Open Path member clients.
- All fees are inclusive of the MN Providers tax of 2%.

Cancellation Policies: The value and effectiveness of therapy is greatly enhanced by our regular meetings. Your investment in yourself is important and I understand and respect that. I work to maintain a regular schedule with clients. Sometimes I will need to change our schedule and, barring illness or emergency, I will do this as far in advance as possible.

I also understand that sometimes things will come up that require you to change your appointment. The following are cancellation policies for clients:

- Notice: A 48-hour notice of cancellation or a request to reschedule is optimal so that I am able to adjust my schedule or fill the slot. If possible, please text or call 48 hours in advance of your appointment. We will make every attempt to reschedule your appointment.
- Less than 24-hour notice of cancellation:
 - \$75 penalty for late cancellation or no-shows except:
 - No penalty if the appointment can be rescheduled within the current business week. Every attempt to do so will be made but there is no guarantee we will be successful.
 - No penalty if the cancellation is caused by illness, accident, or a personal emergency.
 - Cancellation penalties will be charged to the credit card on file.

Please don't hesitate to ask me any questions about these or any other policies and procedures.