

Scott Schlachter, L.I.S.W.

ABOUT FINANCIAL ARRANGEMENTS AND MEDICAL INSURANCE

If you have medical insurance, we will be glad to assist you with receiving your maximum allowable benefits. In order to achieve these goals, we need your assistance, and your understanding of our payment policies and procedures. Billing arrangements will be discussed with you at your first or second appointment.

METHOD OF PAYMENT AND MONTHLY STATEMENT

Payment for services is due and payable at the time of service. For your convenience, we accept cash, checks, MasterCard, VISA and Discover. Returned checks are subject to any fees assessed by the bank. Your monthly statement will reflect charges and payments made by you. Your insurance company should send reimbursements directly to you, however, should they send the payment to our office and if your account reflects an over-payment, we will send a reimbursement to you.

MISSED APPOINTMENTS

Your appointment is time reserved for you only. Should you miss an appointment, or cancel without 24 hours notice, you will be charged for the broken appointment. Please note, insurance companies will not reimburse for missed appointments, therefore they will not be submitted to insurance.

FILING OF CLAIMS

We will file your claims for you once you have completed and signed your registration forms. While this service is a courtesy to our patient, we must emphasize that your insurance is a contract between you and your insurance company. We are not a party to that contract, and all charges are your responsibility from the date the services are rendered. Our office makes every effort to investigate problems, but expect that you will take the primary role in seeing that your balance is paid and that your insurance information is up-to-date.

MANAGED CARE

Managed care means that treatment must be discussed with and authorized by a case manager at your insurance company to a specific provider (therapist) and that the therapist has agreed to a contracted fee. Authorization is not a guarantee that claims will be paid. Other insurance companies allow you to choose from a list of approved providers. I am not a managed care provider therefore, please check with your insurance company to make sure you have out-of-network benefits that you can use at this office.

FACTS YOU SHOULD KNOW

We recommend that all our patients educate themselves about their insurance policies. Call your insurer, and ask the following questions: Do I have outpatient mental health benefits? May I choose a provider on my own? What are my benefits if I don't choose a network provider? What is my annual deductible and co-pay? Do I have a lifetime dollar maximum? Knowing all the answers to these questions will help to optimize your benefits and your healthcare. I look forward to working with you.

Signature

Date