



Office & Financial Policy

When scheduling appointments all Clients must provide complete and accurate insurance information. You must bring your current insurance card to each appointment along with a photo ID to your first appointment. Clinical Care Consultants, P.C. is not responsible for obtaining authorizations for visits. Clients agree to be financially liable for the services.

We look forward to treating your needs. If you have any suggestions or concerns, please do not hesitate to take them directly to a member of our management staff.

To provide the most efficient and reasonable services, it is necessary to have a financial policy stating our requirements for payment of services provided by Clinical Care Consultants, P.C. We will file insurance claims for you as a courtesy if we have accurate and complete insurance information. Please note that the balance due is your responsibility if we have not received payment from your insurance company after 30 days and will bill you directly for the service. If we receive duplicate payment from the insurance company, we will prepare a refund for any overpayment amount and send it to you.

If you have insurance and we file with your carrier, the client is responsible for copay/coinsurance and their deductible.

Clients without "active-paying" insurance or "Self-Pay" Clients are responsible for any/all charges for services rendered. Any balances from prior dates of service are to be paid in full at the time of service in addition to the current visit payment.

****Appointments must be canceled prior to 24 hours of their scheduled time. There will be a charge of \$125 for all appointments not canceled with at least 24 hours prior notice.**

*****Also, group sessions must be canceled prior to 24 hours of their scheduled time. There will be a charge of \$40 for all group sessions not canceled with at least 24 hours prior notice.**

I have read and understand the above office policies.

Clients/Representative Print

Clients/Representative Signature

Witness Signature

Date