Billing Policies

All payments are due at the time services are rendered. We accept payment by cash, check, or credit card. We do not bill insurance.

Intake Fee

All therapy clients are charged a set fee of $80 for the intake appointment to cover the cost of opening a file and completing the intake interview. Payment is due on the date of intake.

Therapy Fees

Individual and family therapy clients are charged per 50 minute session. Typically, clients at AUPSC are seen once a week for one 50 minute session. In the event that a client and clinician decide to meet more than once a week, the client will be charged the agreed upon therapy fee for each time that they meet. If a client requests a therapy session longer than 50 minutes, then they will be billed for the extended time in 15 minute increments. To maintain active status as a client at AUPSC, payment must be made at the time services are rendered. After 3 consecutive sessions of nonpayment, clients will need to contact the clinic director to reinitate services.

Therapy fees are determined using the sliding scale provided below. In order to be eligible for the sliding scale, clients will be asked to provide proof of income at their first visit. Examples of proof of income include one of the following: the most recent tax return, disability letter, food stamp letter, or unemployment benefit letter. Although names must be visible on the proof of income document to confirm eligibility, please mark through social security numbers so that they are not visible. Eligibility for the sliding scale will be re-verified annually. In the event that a client does not wish to provide documentation of annual family income, the highest income bracket will be assumed.

<table>
<thead>
<tr>
<th>Annual Family Income</th>
<th>Therapy Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$70,000 and above</td>
<td>$60 per 50 minute session</td>
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<tr>
<td>$40,000-$69,999</td>
<td>$45 per 50 minute session</td>
</tr>
<tr>
<td>Under $40,000</td>
<td>$30 per 50 minute session</td>
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Therapy Fee Reductions

If a financial crisis exists (for example, loss of job or loss of housing) that causes a client to be unable to pay their weekly therapy fee, the clinician can discuss the need for a fee reduction with the Clinic Director. With written documentation of financial crisis, the client’s therapy fee may be reduced by $15 per session for up to 10 sessions.

Group Therapy Fees

Group therapy clients are charged $25 per session, payable at the time services are rendered.
Telephone Calls

Telephone calls to clinicians are not an effective substitute for regular therapy sessions and should be limited to emergencies. Telephone calls longer than 5 minutes will be billed at the regular session fee in 15 minute increments.

Other Professional Services

In the event that consultation services are required (for example, with school professionals, psychiatrists, primary care physicians, or previous treatment providers), the client will be billed at the regular session fee in 15 minute increments. Other professional services such as reviewing previous treatment records or conducting school observations will also be billed at the regular session fee (in 15 minute increments). If treatment records are requested, a fee of $20 may be charged to cover the cost of accessing the file, copying the materials, and mailing or faxing the requested documents.

Assessment Fees

☐ Full comprehensive psychological evaluations have a preset charge of $650. Half of this fee is due at the initial assessment session, and the other half is due at the feedback session.
☐ Health Behavior Assessment Center (HBAC) - $120.00 (this covers 2 sessions)
☐ Other Testing - $_______

The assessment fee includes all interviews, assessment measures, consultations, one written report, and one feedback session. This fee also includes AUPSC mailing or faxing the written report to one professional of the client’s choice. If additional reports are requested, a fee of $20 may be charged to cover the cost of accessing the file, copying the materials, and mailing or faxing the requested documents.

In the event that a full psychological evaluation is not required, a reduced fee can be determined by the Clinic Director on a case by case basis. Assessment measures that are administered as part of therapy without a formal report will be of no additional charge to the normal therapy fee.

Missed Sessions

Therapy clients will be charged their regular session fee for missed appointments and for appointments canceled or rescheduled less than 24 hours in advance. Assessment clients will be charged $60 for missed appointments and for appointments canceled or rescheduled less than 24 hours in advance. After three missed appointments in one semester, clients will be considered inactive and will need to contact the Clinic Director to reinitiate services. If clients are more than 15 minutes late for a session, the regular session fee will be charged and the session will have to be rescheduled.

Your signature indicates that you understand the billing policies described above and that you have received a copy of these policies.

__________________________________  ________________________
Signature (Patient or Responsible Party)  Date