



PPCC Financial Policy

Thank you for choosing **Peninsula Pastoral Counseling Center**. Please carefully review our financial policy. Our office staff is available to answer any questions you may have regarding our financial policy or your payment responsibilities. They are available Monday – Friday from 9 a.m. – 3 p.m. and can be reached at 757-873-2273.

INSURANCE SERVICES – *If you plan to use health insurance, please read and initial. If you are not using health insurance, please skip to PRIVATE PAY section on next page.*

Peninsula Pastoral Counseling Center (PPCC) participates with many health insurance plans. AS A COURTESY TO OUR CLIENTS, we will file claims with these companies; however, it is ultimately your responsibility for the full and timely payment of your account. Co-pays are set by your insurance company and will be due at the time services are rendered. If you are unable to pay your co-pay, please discuss this with your counselor to make arrangements.

Please be prepared to submit your current insurance card at your initial counseling appointment. A copy of this card may be kept as part of your permanent record. Please also provide PPCC with up to date contact information including your home address, telephone number, and emergency contact information.

PPCC will attempt to verify coverage and benefits prior to your initial appointment. If we are unable to obtain a verification of coverage you will be asked to pay in full or reschedule your visit at a time the verification can be obtained. This verification will be used to estimate your financial responsibility; however, this verification is not a guarantee by your health plan of coverage or payment.

By signing this agreement, you agree to the release of information to your insurance company. Please be aware that certain diagnoses may not be covered or may be considered “not medically necessary” by your health plan. You are responsible for payment of these services. Please also be aware that many health plans limit coverage. In the event your care exceeds a plan limitation, you will be responsible for the balance. It is your responsibility to know the benefits and limitations of your current health care coverage. If insurance claims are denied, PPCC will research the denial and resolve the issue if possible. If it is not resolved, you will be notified as soon as possible to avoid incurring a large balance.

Initials

PRIVATE PAY – *If you do not plan to use insurance, please read and initial.*

For those who do not wish to use their insurance or do not have insurance that covers counseling, our initial fee is \$150.00. Our regular fee for subsequent sessions is \$125.00 per session (45 minutes). What we charge is the approximate average fee for the type of counseling that we offer. Some of our clients pay the full fee “out of pocket.”

If you do not have insurance and cannot pay the full fee, then you and your counselor will work out a payment agreement during your first session. This agreement will take into consideration both your particular situation and the resources of PPCC. Adjustments are made possible through our Client Assistance Fund, which is supported by individuals, businesses, and congregations whose generous support makes it possible for PPCC to subsidize part of the regular fee. In order for PPCC to keep fees as low as possible, it is important for you to pay your private pay fee at the time services are rendered.

Initials

BROKEN APPOINTMENTS

PPCC will charge a \$60.00 fee for failure to arrive at scheduled appointments. Insurance does not pay this charge. In order to cancel an appointment, you must call 24 hours in advance to allow time for our office to fill that appointment time. Failure to give 24-hour notice on a cancelled appointment will still incur a \$60.00 charge. If there is an emergency that makes it impossible for you to give 24 hours notice, you are encouraged to consult with your counselor about this. Undue cancellations or missed appointments are considered grounds for discontinuing services.

Initials

NSF CHECKS

If a check is returned for insufficient funds, account closed, or payment is stopped, your account will be charged a \$35.00 fee.

Initials

ACCOUNT BALANCES

If your account incurs a balance, your counselor will bring this matter to your attention. Any unpaid fees will be billed on a monthly basis. In order to prevent large balances, PPCC requires that you keep your account up to date. Non-payment is considered grounds for discontinuing services. Clients who stop counseling without paying their fees may not be permitted to resume counseling unless these debts have been paid. You are responsible for informing your counselor of difficulties with appointments or fees.

Initials

CASE MANAGEMENT FEES**Letters:**

If you need a brief letter or statement from a counselor (1 page), the fee is \$50.00. Fees for longer letters will be negotiated on a proportionate basis. This fee must be paid prior to the preparation of the letter. Please allow 3-5 business days for production.

Initials
Copy of Client Record:

A copy of a client's record will only be made and provided upon the written request of the client or in accordance with the requirements of the law in response to proper legal process. Copies are charged at \$.50 per page for up to 50 pages and \$.25 for any pages above 50, plus shipping and handling.

Initials
Reports:

Preparation of written reports for the courts, attorneys, or other legal staff is \$250.00 and requires a written consent. These fees must be paid and documents signed prior to the preparation of the report.

Initials
Court Testimony and Related Expenses:

A court appearance fee is \$200.00 per hour. To reserve your counselor for court testimony, PPCC requires a minimum pre-payment of 3 hours, or \$600 (nonrefundable) due prior to the court date. Should the 3 hour reservation be exceeded, the additional costs will be at a rate of \$200.00 per hour. Any parking and toll fees incurred will need to be paid (per receipts), in addition to these costs.

Initials
OTHER PROFESSIONAL SERVICES

Forms/Reports	\$ 25.00
Mediation	\$130.00 per hour
Memorandum of Agreement	\$160.00 (to be paid at Initial Mediation visit)
Pre-Marital Counseling	\$100.00 per hour
PREPARE/ENRICH Inventory	\$ 45.00 processing fee
Critical Incident Debriefing(CISD)	\$100.00 per hour on site
Organizational Consultation	\$125.00 per hour on site/\$60.00 per hour for travel
Seminar/Workshop	\$100.00 per hour plus travel

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MINORS

When a client is a minor child, a parent who signs this financial agreement is responsible to PPCC for the fee.

Initials

I acknowledge receipt of Peninsula Pastoral Counseling Center's Financial Policy and I certify that I have read and fully understand the information contained in this document and the fees associated with services rendered at PPCC. I understand and agree to pay for my counseling sessions and any additional services I request.

Client Signature

Date

Parent or Representative Signature

Date

Witness

Date