**Fee Agreement**

Complete Circle Counseling & Coaching, P.A

1. **FEES FOR KEPT APPOINTMENTS:** The fee for the initial assessment will be $150.00. After that, your fee will be $225.00 per 60-minute session. Although health insurance may aid in payment, you alone are responsible for paying for services and appointments with Rebeca Sandoval, LSCSW.
2. **FEES FOR MISSED APPOINTMENTS:** When you schedule an appointment with Rebeca Sandoval the time is reserved for you**.** There is no fee if you cancel an appointment more than 24 hours in advance of the appointment. **If you cancel or do not keep an appointment without giving twenty-four hours’ advance notice, you will be charged a fee for the time you had reserved.** Insurance companies do not pay for cancelled appointments. Exceptions: 1). If you are ill and do call before the appointment time to cancel your appointment, there will be no charge. 2). If you reschedule and keep an appointment that occurs within three days of the missed appointment you will not be charged for the missed appointment. 3.) One missed appointment fee per year will be forgiven.

 **All missed appointments that do not meet the exceptions above will be charged the fee of $50.00.**

1. **Telephone consultations, reports, and letters to other professionals:** May be provided as a courtesy at no fee if they are infrequent and require less than 20 minutes. Most services requiring more time, such as reports, letters, or conferences have a fee of $120 per hour.
2. **Court appearances:** Court appearances, including travel time, are $150.00 per hour. You should discuss with Rebeca Sandoval before sending a subpoena, because she will not often agree to appear in court and may be expected to refuse to give a professional opinion in court. The client or parent whose attorney issues the subpoena must pay $500 in advance of a court appearance, which will be refunded if she is notified in a timely manner that the appearance is not needed.

**If your insurance company requires you to get authorization from them before seeing a therapist and you do not do so, you are responsible for payment in full of the fees listed above. The final responsibility for payment is yours. This means if insurance does not provide the reimbursement expected or desired, the full balance is your responsibility.**

Occasionally, Rebeca Sandoval may increase her standard fee. At that time, your fee will be adjusted to the new fee, this agreement will be terminated, and you will be asked to sign a new agreement which reflects the new fee.

**Payment Arrangements: Accounts are payable in full within 30 days after billing unless other**

**arrangements are made.**

\_\_\_\_\_ STANDARD PAYMENT ARRANGMENT: Payment for any deductible or non-insured portion of your fee is due at the time of each session.

\_\_\_\_\_ALTERNATIVE PAYMENT ARRANGMENT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Collections procedures:**

Rebeca Sandoval reserves the right to collect any unpaid balance due to her. If a client is not making regular payments on the account balance, she may use a collection agency or take legal action to secure payment, as authorized by state or federal law, and the collections action will become a part of your credit record. Clients will be notified in writing before an account is referred for collections.

***I have read and understood the above fee agreement, and I agree to abide by its terms.***

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Name (Parent/Guardian must sign for a minor) Date