

FAMILY COUNSELING CENTER

Park Professional Building
102 Marty Drive, Highway 25 North
Buffalo, Minnesota 55313
(763) 682-5420

OUR CREDIT POLICY:

Our primary concern is your welfare and providing you with high quality service. Unfortunately, however, we must also be concerned about the economic factor. Clients who pay cash instead of utilizing insurance will need to pay at time of service. Copays and deductibles are also due at time of service. All monthly statements are due and payable in full upon receipt, unless special arrangements have been made ahead of time.

In an effort to help those clients for whom regular full payments for service would be difficult due to lack of insurance or used-up benefits, etc., we accept VISA and Master Card.

In the event that your account remains delinquent after 60 days, the Family Counseling Center may use a collection agency, if necessary. A finance charge of 1½ percent and a collection fee will be added to all outstanding balances.

INSURANCE INFORMATION:

Please remember that our services are provided for and charged to you, NOT to your insurance company. You are responsible for checking with your insurance company and/or your employer to be certain that they cover the services provided by the Family Counseling Center. If you have any questions about obtaining coverage information, we will be happy to assist you. We can make no guarantee that any particular company will provide payment for the services you receive. A final decision about any reimbursement will be made by your insurance carrier when they receive your claim.

Our office staff is equipped to submit your insurance claim for you. However, we do that as a courtesy, and does not mean that insurance will pay for it. It remains your responsibility to understand your coverage. **Any amounts not paid by your insurance (deductibles, copays, and non-covered services) are your responsibility to pay.** You are responsible to supply us with complete insurance information and a copy of your insurance card.

CANCELLED APPOINTMENTS:

If you find that you are not able to keep an appointment, please contact us immediately. We request at least 24 hours notice whenever possible to allow us to schedule another client for your vacated appointment time. A charge may occur if less than 24 (twenty-four) hour notice is given. The charge will be ½ of the regular clinical fee.

Signature

Date