

FEE POLICY AND CONTRACT FOR PAYMENT

To proceed with our professional relationship I ask that you agree to the following policies and procedures:

1. Payment for service is expected on the date services are provided (unless other arrangements have been made). You can elect to bill your insurance company for direct reimbursement, or, you can assign payment to me and I will bill your insurance company as a courtesy to you. If I am a preferred provider or under a managed care contract, we will follow the procedures of that specific contract.
2. Appointments must be canceled within 24 hours to avoid being charged.
3. Phone calls of more than five minutes will be charged on a proportional basis of the hourly fee.
4. Additional services outside of the normal therapy time will be charged on a proportional basis of the hourly fee, i.e.; reports or consultations requested by you. If ever required, the rate for testimony I may be asked to provide regarding your treatment/evaluation, either in court situations or depositions is a minimum \$1000.00 per day paid in advance. This does not include meals, travel or lodging.
5. If you do not utilize the professional services of Richard Cook, M.Ed. LMFT for any period over sixty days (unless treatment sessions have been scheduled for intervals of that length or longer), the therapist-client relationship shall be considered terminated. Financial obligations and confidentiality remain intact. You may always choose to resume treatment with me, however, if treatment has been terminated either through agreement or default for failure to utilize my services, immediate appointments may not be available.