



## **COUNSELING FEES and PAYMENT POLICIES**

The services provided by the Friends Counseling Center are performed by master's level counselors or whom are licensed by the State of Indiana. A standard session time is a 50 minute hour.

**INSURANCE:** If you have insurance that includes Mental Health Benefits, the initial intake session will be billed at \$150 and each session thereafter will be billed at \$120. You will be responsible for the remaining amount not covered under your Mental Health Benefits. *The insurance benefits quoted by your insurance company and/or FCC are **not** a guarantee of payment. Please note that benefits can change periodically and may affect the amount that your insurance company will pay. The final confirmation of your benefits and copy will appear on the Explanation of Benefits you receive from the insurance company.*

**SLIDING SCALE:** If you do not have insurance or do not want your insurance to be billed, we offer a sliding scale which is based on your annual household income. Proof of income must be provided, i.e. a copy of your current tax form or a copy of your 3 most recent employment pay stubs. If you have any changes in your income, Proof of Income must be provided again. You must send the Proof of Income via mail, email, fax or bring it in person to the Wabash Office. You will be charged the full fee of \$150 until we have received your Proof of Income. An additional \$20 will be billed for the initial intake (first session) and yearly intakes.

<u>Annual Income</u>	<u>Fee</u>	<u>Annual Income</u>	<u>Fee</u>
Under \$20,000	\$55	\$60,001-70,000	\$90
\$20,001-25,000	\$60	\$70,001-80,000	\$95
\$25,001-30,000	\$65	\$80,001-90,000	\$105
\$30,001-35,000	\$70	\$90,001-100,000	\$115
\$35,001-40,000	\$75	\$100,001-110,000	\$125
\$40,001-50,000	\$80	\$110,001-120,000	\$135
\$50,001-60,000	\$85	Over \$120,000	\$145

**PAYMENT:** Payment for counseling is due at the time of your counseling session. No cash will be accepted at the Satellite offices. Checks should be made payable to *Friends Counseling Center (FCC)*. We also accept Visa, MasterCard, and Discover. If you miss two payments, we will not be able to reschedule you until we receive your full payment. Checks returned for non-sufficient funds are charged \$25.

**SESSIONS and CANCELLATIONS:** It is very important to let us know at least 24 hours in advance if an unexpected conflict arises with your appointment time. If you have two consecutive late cancellations or no shows, you may be terminated as a client. You may be charged a fee of \$20 for late cancellations. For no-shows, you may be charged the full fee if you have insurance. If you do not have insurance, your



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fee will be determined by your sliding scale fee. Missed appointments cannot be filed with insurance. In case of emergencies, i.e. unexpected weather or illness, you will not be charged.

**ADDITIONAL CHARGES:**

**Drug & Alcohol Assessment:** The fee for a Drug & Alcohol Assessment is \$150.

**Court:** The charge is \$175/hr port to port with a minimum of one hour. After one hour, it is billed in 30 minute increments. A \$350 retainer fee is required.

**Report Writing:** When a report is requested the client will be billed \$75. \*These fees are not billable to insurance or Medicaid.

**Records:** The fee for clients receiving a copy of their records is \$20 if more than 10 printed copies per set of records. Records sent by certified mail will be at the cost of the requestor.