

BLUE RIDGE EDUCATION CONSULTATION SERVICES: FINANCIAL AGREEMENT

PAYMENT FOR SERVICES

Payment for each visit is expected at the time of service. For your convenience, we accept Visa, MasterCard, cash, check, or money order. Returned checks will incur a \$25 fee to each patient account affected. All patient payments including any outstanding balances are due at the time of service – unless prior arrangements have been made with the Office Manager and/or your clinician.

You will be charged for missed appointments if you fail to provide 24 hours notice. You are fully responsible for these charges because they are not covered by your insurance.

Overdue accounts may incur late fees at an 18% per annum. All balances that become 60 days past due may be sent to a professional collection agency. Should your account be sent to a collection agency, you will be financially responsible for a collection fee equal to 33 percent of the amount sent to the agency and any additional legal fees that our office incurs through the process utilized to collect the outstanding delinquent balance. Your signature below authorizes Blue Ridge Behavioral Health Services to release information necessary for collection of past due accounts. Payment in full of any past due balance is expected prior to being seen in our office in the future. In addition, payment in full will be expected at the time of service for any future services.

Signature of Party Financially Responsible/Parent/Guardian

Date

Office Hours

Evening, weekend and other hours are available at the discretion of your clinician. The business office is open Monday through Friday from 8:30am until 4:30pm.

Appointments

All appointments are scheduled by the Education Consultant. We require a minimum of 24 hours notice if an appointment must be cancelled or rescheduled. Failure to provide 24-hour notice of cancellation may result in a charge up to the full fee of the scheduled service. Payment for missed appointment charges are the responsibility of the patient.

Telephone Service

The office uses a voice mail system. Please listen carefully to all options. During business hours, you can direct your call to the receptionist at any time by selecting "0". If you know the extension of the Education Consultant, you may enter it at any time. If you do not know the extension, you can press "4" for a directory.

New patients – 1

Billing – 6

Emergencies

If you have an emergency outside of normal business hours, contact our answering service at 301-712-9183. If your clinician is unavailable, the answering service will direct you to the on-call clinician. Please do not call for non-emergency problems after regular business hours.

Fees

The Education Consultant charges \$120 per hour, rounded to the nearest 15 minute interval, for school or team conferences, consultations conducted by telephone, time spent reviewing, preparing, and/or writing reports, travel time and phone consultations. Email responses are charged at either \$25 or \$50 depending on complexity. The charge for Court related services are is \$300 per hour rounded to the nearest 15 minute interval.

The minimum charge for copies of patient records is .76 cents per page. The maximum copying charge per patient chart is \$75. There is an additional fee of \$15 if the chart is archived off-site (typically older than 2 years).

These charges are not subject to insurance reimbursement and are the responsibility of the patient.

Patient received copy []

Patient refused copy []