

BEARDEN BEHAVIORAL HEALTH NOTICE OF FINANCIAL INFORMATION

Appointments with each clinician at Bearden Behavioral Health are set by mutual agreement between the clinician and the client. Except for the Initial Evaluation, sessions last 45-60 minutes. **Clients must call to inform the office of appointment cancellations at least 24 hours in advance in order to avoid charges for missed sessions.**

Insurance co-pays/coinsurance/deductibles are due prior to the beginning of each session. All fees and copays **must** be paid prior to the appointment. Should your insurance claim be denied, you are responsible for payment of your treatment in full including all deductibles and in-network and out-of-network co-insurances. **Payments for sessions should be made by cash or credit card (Visa, Discover, and MasterCard are accepted). We do not accept American Express. Personal Checks will not be accepted.**

Any amount owed by a client will be sent a statement at the end of each month. Should payment or payment arrangements not be made within thirty (30) days of the invoice date, all unpaid balances will be sent to a collection agency for non-payment. At this time, you understand and agree that amounts owed to Bearden Behavioral Health will be collected by the collection agency, and will include an additional 40% collection fee.

Bearden Behavioral Health & our providers will complete forms, provide specialized records for clients to obtain or maintain disability income, work or school leave, FMLA, or for court or legal cases based on their individual clinical discretion. Bearden Behavioral Health and associates will not bill disability/worker's compensation insurance companies or client's attorneys, or get involved in disability or legal/court cases. Should any provider at Bearden Behavioral Health be subpoenaed or required to participate in any sort of legal matters (such as correspondence, consultations with attorneys, expert opinions, or creation of any documents which will be used for legal purposes), the client (not the insurance company) will be billed at a rate of \$350 per hour and a NON-REFUNDABLE minimum of two hours fee must be deposited one week prior to services. This is a per scheduled date fee and will be billed for each date the provider has to block their schedule for legal services. Any non-legal document preparation which provider agrees to complete will be billed at the rate of \$150 per document.

Medical Records will be provided when requested at a rate of \$20 for the first 5 pages and \$.50 per page after the first 5. If you request the records to be mailed you will also be responsible for postage. Please allow up to 30 days for delivery.

Bearden Behavioral Health & our providers are not able to accept some insurance plans; these include but are not limited to TennCare policies.

If client is using health insurance to pay for sessions:

I authorize the release of any medical or other information necessary to process insurance claims. I authorize payment of medical benefits to the treatment professional for services provided to me. Please note the provider you are seeing may or may not currently be credentialed with your insurance company at the time of your session. The provider may currently be working under the supervision of the clinical director due to credentialing. Therefore your EOB may reflect the name of the clinical director for billing purposes. I acknowledge that I have read this notice of Office Information offered by Bearden Behavioral Health and Associates. I acknowledge that I may have a copy of this information sheet at any time upon request.

Name of patient (print): _____ **Signature of patient:** _____

Name of legal guardian (print): _____

*(Only if patient is under 18 or a Dependent Adult)

Signature of legal guardian: _____ **Date:** _____