

DATE: 10/19/09

TO: All Clients

SUBJECT: Client Consent to Payment for Sessions AND "No Show"
Policy

Client Consent to Payment for Sessions

As you may have noticed in your Client Consent form that you must sign before we can see you, that you are to pay for each session when you come in unless other arrangements have been made. You will then be reimbursed by your insurance company.

We apologize for having to do so, but collecting from the insurance companies has become very difficult for us. We have had to write a lot of these charges off previously.

Thank you for understanding and payment at the time of the session.

"No Show" Policy

We want to inform you of our "No Show" Policy, which is stated in your contract. If you "no show" (do not cancel 24 hours in advance), then the following can possibly take place.

1) If you have set appointments for each week, you may no longer have that day and/or time. Please call to schedule your next appointment.

2) If you have worked more "no shows", we have the right to no longer provide services to you.

If you have a case worker or probation officer, we fax a report of your "no show" to them. It is my understanding that if you are with CPS and have worked more "no shows", then you run the risk of still having to attend counseling, but paying full price for the sessions yourself.

Thank you.