

FEE - LATE CANCELLATION - NO SHOW APPOINTMENT POLICY

Mr. Brooks is committed to providing you the most effective and efficient treatment services possible. To do so, it is important for you to be aware of the fee policy and reasoning behind it as well as your cooperation.

Payment is due at the time services are rendered, unless other arrangements have been made with Mr. Brooks. If you have an HMO, or PPO plan, you will be responsible for your co-pay, if any; at the time you are seen. Any other out of pocket fee will be due at the time of service. By having you pay at each session this will eliminate the need to bill you. This helps to keep our costs as low as possible, prevents accumulation of large debts on your part and avoids possible risk of your privacy that occur when invoices for services are mailed to you.

Mr. Brooks encourages you to discuss any assistance you may need due to unexpected or temporary financial problems that you may experience. Mr. Brooks will always take into consideration any problems you may have that could limit your ability to pay.

Mr. Brooks requires 24 hour advance notification if you are not able to keep a scheduled appointment. This notice permits Mr. Brooks to offer that time to someone else. If you have given 24 hours notice, you will not be charged for the appointment. However, if you break your appointment and do not call within 24 hours, you may be charged for the session.

Mr. Brooks understands that there may be occasional emergencies when you will not be able to keep your appointment and also will not be able to provide notification within 24 hours. These circumstances will be considered and taken into account.

Charges for broken appointments and appointments cancelled without 24 hours notice cannot be billed to your insurance. You will be personally responsible, therefore for the full amount of the session.

I have read the above policy and understand I will be responsible for payment in full should it become necessary.

Client signature: _____ **Date:** _____

If you would like a copy of this, please let Mr. Brooks know and he will be glad to provide you with one.