

Kairos Counseling, LLC
Carol A. Krentz, MAC, LPC
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Payment and Missed Appointment Policy

Payment for Services: Counseling sessions usually run 60 minutes. My stanard hourly fee is \$85.00; additional time is billed to the quarter hour. 8 My practice is to ask clients to pay as we proceed. ***Please present payment at the beginning of your session.*** Where insurance is applicable, I will receipt you personally with a diagnostic receipt that you may file with your insurance company who will reimburse you. Please note that: a) some companies do not reimburse for counseling services and, b) insurance coverage policies are often changing. This means you are responsible for insurance questions. I may be able to help where you direct me, but you are ultimately responsible to ascertain coverage and initiate filing diagnostic receipts. Such receipts are given upon request.

Missed Appointments: Your cooperation in keeping scheduled appointments is expected. To cancel an appointment, you are required to notify me 24 hours in advance. ***If you cancel or do not keep an appointment without appropriate (24 hours) advance notice, you will be charged the full hourly fee (\$85.00) for the time you reserved for an appointment. Insurance does not pay charges for reserved time; you will personally be responsible for any such charges.***

Sliding Scale Fee available with application.

If you have any questions at all, please feel free to ask me.

We have read and agree to the above policies.

Signed Parent/Guardian _____

Date _____

Signed _____

Date _____