



9915 E. Bell Rd., Suite 120, Scottsdale, AZ 85260

OFFICE POLICIES

Financial Agreement: Session Fees are \$175.00 **per 50-minute** session. Any extension of session beyond 50 minutes will be dependent upon Therapist's schedule. Additional session time will prorate per 10-minute increment. Payment is due at time of each therapy session. If you opt to pay with cash you will receive a \$5.00 discount per session (cost of credit card processing). Other professional services provided by this therapist at the request of the client/guardian or in compliance with a court order, including report writing, consulting with other professionals, phone calls, reviewing and/or providing records and preparation and testimony for legal proceedings will be billed at the hourly rate of \$175.00, based on 10-minute increments. All returned checks will incur a \$35 processing fee. Any changes to fees will be provided in writing at least 60 days in advance.

All email correspondence is limited to scheduling and general information sharing. All questions and information of a clinical nature must be discussed in session or in a scheduled telephone consultation.

If an outstanding balance has not been paid for more than 30 days, your account will be sent to collections and/or prosecuted through small claims court. All necessary personal information regarding your account will be provided to the claims agency.

Insurance Reimbursement: McDowell Mountain Counseling does not bill insurance, but will provide a superbill (receipt) to you at your request.

Medicare Notice: Grace Weyrauch, MA, LPC, does not accept Medicare patients and has an Opt-Out status with Medicare. If you choose to accept treatment from McDowell Mountain Counseling/Grace Weyrauch, MA, LPC, you are prohibited from submitting claims to Medicare or its secondary policies. You are solely responsible for payment.

Appointments: Please notify this office by telephone a minimum of 24-BUSINESS hours (BUSINESS hours are Monday-Thursday 10am-6pm) in advance of your scheduled appointment to change or cancel an appointment so that your allotted session time can be offered to another client. Because of the nature of private practice and the amount of time we schedule for an appointment, that time is viewed as a contract between the client and therapist. When late cancellations or no-shows occur, that time cannot be given to another client who may be in need of services. If you cancel a session by email, please know I will confirm receipt of your cancellation via an email response. Without this confirmation please do not conclude I have received your cancellation. If you cancel and/or no-show for two consecutive appointments and/or if you haven't been seen for 30 days without a future appointment scheduled, you may be considered an inactive client and may be discharged.

Parents/Guardians who transport their child are required to stay at the office for the entire session unless previously discussed with the therapist.

Emergencies: After hour calls will be answered by the end of the following business day. In the event of an emergency or life-threatening situation, please call 911. You may also contact Empact at 480-784-1500 or Banner Help Line at 602-254-4357.

Client's Signature (or Parent/Guardian of Minor)

Date