



**JoAnn Proctor, MA, LCPC**  
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## **Financial Policy**

Thank you for choosing Listening Ears Counseling Service as your provider. We are committed to your treatment being successful. Full payment of all co-pays, deductibles, and self-pay fees are due at the time of service.

**MISSED APPOINTMENTS:** Unless cancelled at least 24 hrs. in advance, our policy is to charge for late cancellations and no shows at a cost of \$70.00. Saturday and evening appointments are much in demand and we ask that you honor your commitment.

**INSURANCE:** Currently Listening Ears Counseling Service is accepting Self-pay, Medicaid, Blue Cross Blue Shield, Aetna and several other insurance companies. We have adopted a fixed fee schedule which is used in billing our patients.

\_\_\_\_\_ (patient) has made a decision to be a self-pay patient and not have their insurance billed for their therapy sessions.

If you wish to use your insurance, LEC will provide information for billing, including receipts for services rendered.

**MINORS:** Adults accompanying minors are responsible for payment. For unaccompanied minors, non-emergency treatment will be denied unless charges have been prepaid at the time of service.

**HIPPA:** I have been shown a copy of the health privacy information act.

I have read the financial policy. I understand and agree to this financial policy.

\_\_\_\_\_  
Signature of patient or responsible party

\_\_\_\_\_  
Date