# **GROUP THERAPY CENTER**

# **FINANCIAL ARRANGEMENTS POLICY**

In order for The Group Therapy Center to remain in operation, clients need to be prompt in paying their therapy bills. Therefore it is regretful the following financial policy will be implemented and adhered to by all clients. Please read this document carefully, and feel free to ask any relevant questions prior to signing the financial arrangements agreement so that you completely understand the policy.

Prior to services beginning the client is expected to provide a deposit, equal to one month’s fees for services in advance of those services being provided. Afterwards the client is expected to provide payment for services as they occur. In the event the account becomes **30 days in arrears an interest charge of 1 ½% per month will be added to the account, and the client will not be allowed to receive continued services until the arrears is made current, and another deposit is submitted.** In the event your account is **90 days past due, the account will be referred for collections,** and you may be permanently discharged from the agency with recommendations and referrals. This could place you at risk for being violation if you are on parole or probation. Should your account be referred to the **Credit Adjustment Board for collection, a processing fee of 33% of the unpaid balance at the time the account is submitted** will be added to your account to cover the cost of collections. **You will also be charged for court costs, interest, and legal fees,** in the event the account is submitted to the courts. Clients will be **charged the usual session fee if they no show for an individual session, or cancel an individual session without 24 hours advance notice.** At the time of discharge, if the client maintains a negative balance, those **funds will be returned to the client.** The fee for a **returned check is $45.00**.

The Group Therapy Center is committed to providing you with the best possible care, and does not want to be required to implement any of those penalties listed above. It is the goal of the agency to assist people towards recovery and to help them comply with court orders and other legal sanctions. It is my hope you understand the payment policy and abide by that policy so these penalties will not be imposed. Insurance is not applicable at the agency and for certain types of therapy. In order for the agency to remain in business, our clients **are responsible for payment of services at the time services are rendered.** We realize that temporary financial problems may affect timely payment. Under some particular circumstances the payment policy may be negotiated. The decision to adjust the payment policy for an individual client is at the discretion of the agency. If such problems do arise, we encourage you to contact us promptly for assistance in the management of your account.

I have read, understand, and agree to adhere to the above financial policy:

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Signature Date