Please read the following changes to the billing/payment policy at RVA Psychiatry and Wellness, LLC. Signing the form means that you have read and understand the following changes to the billing/payment/prescription policies.

*Appointment Fees*

(9am-5pm): Initial $150 (1hr) Follow up $60 (30min)\* Wknd/After Hrs: $200 (1hr) FollowUp $85(30min)\*

*Fees* / *Charges* Late Cancel/No Shows: Regular Price\*

Drug Screen $25 (In Office) Returned Check: $35 + Fee for Appointment\*

Paperwork: $35 Base Fee + Time Spent Over 15min Prescription (Aftrhrs/Wknd/Holiday): $15\*

\*Payments / Credit Card: All fees are subject to change and all fees/balances are due **at the time of service.** Service may not be rendered if fees have not been paid. Changes to fees will be discussed with clients prior to their appointment. No shows and late cancels are charged at the close of business the day the appointment was scheduled.

Credit card processing fee: $4 = Charges $100-149

$2 = Charges $60 and under $5 = Charges $150-199

$3 = Charges $75-99 $6 = Charges $200

Prescriptions: Clients are responsible for remembering their own appointments. If a client needs an appointment or prescription refill after a now show, late cancel, or failed to schedule a follow up, the client must first schedule a follow up, pay any outstanding balance, and may be required to come in after hours depending on when last appointment was. In addition, a fee of $15 will be required. If prescription refills are needed after hours, weekends/holidays, the client will be charged $15. Refills may require 48 hours for processing.

Insurance Invoice: RVA Psychiatry is not in-network with insurance companies. Please ask the receptionist to print an invoice if you are interested in submitting to your insurance company for out of network reimbursement

Paperwork: All paperwork (forms, letters written, disability, etc) starts at a flat rate of $35 and plus an additional fee of any time spent beyond first 15min based on the rate of $120 per hour. All forms can take up to 5 business days to process and the fee is to be paid in full before the forms are submitted.

Subpoena for Witness: If Robert Young, NP is subpoenaed for court the fee is $250 per hour. This fee applies also to preparation time, travel, waiting, testifying or any other time spent directly related to subpoena. Payment in full is required 5 business days prior and if the case is canceled for any reason 5 business day notification is required or full fee is charged.

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Credit Card # Expiration Date

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Zip Code CCV#

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Name on Card (please print)

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Signature of Card Holder Today’s Date