



### **3. Fee schedule, Payment & Cancellation Policies 2023**

#### **Introduction**

It's important to our relationship to be clear about expectations around fees, payments, and cancellations. For this reason, I provide a written statement of current policies and practices. I reserve the right to change these in the future and assure you that I'll let you know of any changes in advance and in writing. Additionally, I reserve the right to make exceptions to these policies at my sole discretion.

#### **Good Faith Estimate**

Every client who pays out-of-pocket for services is legally entitled to receive an estimate for the cost of services to be provided. You may request a written estimate which will calculate the projected number of sessions at the rates itemized below. You are also entitled to dispute a bill if it is \$400 or more than the Good Faith Estimate. Your acceptance of these Fees, Payment and Cancellation Policies is intended to fulfill our legal and ethical obligations. For further information about this regulation, please visit <http://www.cms.gov/nosurprises>

#### **Payment Policy**

Unless otherwise agreed to, payment is to be made at the conclusion of each session. Acceptable forms of payment include credit cards and Health Savings Account (HSA) cards, cash, and checks. If any payment, such as a check or HSA card, is subsequently declined, you will still be responsible for balance of the bill. At least one active credit card must be kept on file at all times.

#### **Standard Fees**

- \$160 per session hour (50 minutes). Any time over a clock hour is charged in 15-minute increments. (CPT Code 90837)
- Chemical dependency assessments (aka Rule 25) are charged at a flat rate of \$375. This includes the face to face interview, collateral contacts, written report including recommendations and referrals, and routine follow up as needed. (CPT Code H0001)
- The basic SAP evaluation process is charged at \$425. This includes the face to face interview, communication with employer, recommendations to fulfill DOT requirements, and a follow-up session. (CPT Code H0001) Should additional services be required, they will be charged at the standard session rate of \$160/hour. (CPT Code 90837)
- Open Path member clients are charged at a reduced rate. A separate financial agreement is required for Open Path member clients.
- All fees are inclusive of the MN Providers tax of 1.6%.

#### **Cancellation Policies**

The value and effectiveness of therapy is greatly enhanced by our regular meetings. Your investment in yourself is important and I understand and respect that. I work to maintain a regular schedule with clients. Sometimes I will

need to change our schedule and, barring illness or emergency, I will do this as far in advance as possible.

I also understand that sometimes things will come up that require you to change your appointment. The following are cancellation policies for clients:

- Notice: A 48-hour notice of cancellation or a request to reschedule is optimal so that I am able to adjust my schedule or fill the slot. If possible, please text or call 48 hours in advance of your appointment. We will make every attempt to reschedule your appointment.
- Less than 24-hour notice of cancellation: \$100 penalty for late cancellation or no-shows. Cancellation penalties will be charged to the credit card on file. Penalty may be waived if the appointment can be rescheduled within the same business week.
- Penalty may be waived if the cancellation is caused by illness, accident, or a personal emergency.

## **Electronic Payment Communications Disclosure**

When you use credit and HSA cards, it is possible that the credit card company may send you receipts by email or text message. These receipts will include our business name and indicate that you have paid for a service. It is possible the receipt may be sent automatically, without first asking if you wish to receive the receipt. We are unable to control this unless it is a receipt generated from our system, not the card company. In addition, payments made by credit card will appear on your statement as being made payable to Lehmann Consulting, Inc. So before selecting a credit card to use, please think about these questions:

- At which email address or phone numbers have I received these kinds of receipts before?
- Are any of those addresses or phone numbers provided by my employer or school? If so, the employer or school will most likely be able to view the receipts that are sent to you.
- Are there any other parties with access to these addresses or phone numbers that should not be seeing these receipts? Would there be any danger if such a person discovered them?