ENGAGE COUNSELING
AND CONSULTING
SERVICES

ENGAGE SERVICES
PO Box 65 Plankinton, SD 57368
Phone 605.942.7332 – Fax 605.734.8113
www.engageservices.net

FINANCIAL AGREEMENT

Payments
We are committed to provide you with the best possible care. Co-pays/Co-insurance/Cash Discounts are due at the time of service unless another agreement has been reached between you and Engage Services. We accept cash, checks, and credit/debit cards. Any amount not paid by a third party is expected to be paid by you within 30 days of invoice to avoid a finance charge. Any account balances outstanding after ninety days will be subject to administrative review and can be considered for submission to a collection agency. Please make contact with the business office to inquire about payment plans and discount rates.

Other services
There is no charge for brief phone calls. However, calls requiring more than 10 minutes may be charged to the closet quarter hour at the Crisis Psychotherapy rate at the discretion of the therapist. Any legal appearances or professional work outside of normal therapeutic commitments will also be billed at this rate.

Cancellations
If you are unable to attend a scheduled session, it is your responsibility to let Engage Services know your intent to cancel the appointment. We reserve the right to charge $50 if the scheduled session is not cancelled prior to 24 hours or without appropriate emergency exceptions.

Standard Fees
The standard fee for the initial Psychotherapy Evaluation is $220 and may take the first 3 sessions. For Subsequent Psychotherapy Sessions, the standard rate is $185. Any session not scheduled may be billed at the Crisis Psychotherapy rate of $185 per hour. We offer a discounted rate for payment at time of service for those who do not have insurance or have not met their insurance deductible. This discounted rate is $100 for an initial session and $65 for subsequent sessions. For further information on Fee Schedules, visit www.engageservices.net

Insurance
Processing your insurance claims and tracking reimbursement is a benefit we provide to you. If you have medical insurance providing coverage for mental health counseling, we can assist in processing claims and tracking reimbursement. *Remember, you are ultimately responsible for any cost not covered by the insurance plan.*

Insurance Information Copy of Insurance Card provided: ◯ Yes ◯ No
Insurance Company _____ Phone Number _____
ID Number _____ Group Number _____
Policy Holder_____ Policy Holder DOB _____/_____/_____
Policy Holder Employer _____ Policy Holder Phone _____
Client's relationship to Policy Holder _____

Authorization for Health Insurance Claims
Engage Services utilizes a documentation software that allows for billing to take place electronically. Information is stored then shared electronically with a clearinghouse that forwards the claims on to health insurance companies. Once the health insurance company has released payment, the clearinghouse sends them back to Engage Services. During this process, identifying information of the client such as name, date of birth, diagnosis and type of session is visible to employees at the clearinghouse and health insurance companies. These companies are required by law to view only the extent necessary to complete their job function and must maintain confidentiality. *By signing below*, the client or authorized person on behalf of the client, hereby authorizes the release of any information relating to all claims for benefits submitted on behalf of the client. It also serves as my signature authorizing Engage Services to process claims without obtaining my signature on each submission.

My Signature below signifies that I have read and understand all of the above. I have been given a copy of this agreement as well as understand the policy can be found at www.EngageServices.Net.

_____ _____
Client or Authorized Person on Behalf of the Client Date