

Scott Conkright PsyD

PSYCHOLOGIST

Office Procedures and Patient Contract

The 45-minute Hour

The initial intake session will last an hour.

Individual, Coaching, and Couple Sessions last forty-five minutes.

Group session lengths are 75 minutes long.

Fees

Initial intake	:	\$275
Individual and Couples	:	\$250
Group	:	\$100

In cases of financial hardship, I can arrange a lower fee for a limited period.

Billing

Fees are paid at the end of each session. I accept checks, cash, and Venmo. My preferred electronic payment is Zelle, which you should be able to do through your bank. If you are going to use a check, my preference is that you have this made out before the session.

You are responsible for billing your insurance unless arrangements have been made with me. I will provide you with the necessary paperwork to do so. No matter what

form of payment you are using, you are fully responsible for any balance for therapy charges (including missed or canceled sessions)

Cancellations and Missed Appointments

If you need to cancel or reschedule an appointment, please do so with 48 hours' notice. This allows me to offer that hour to someone else. If you do not show for your appointment, or if you cancel or reschedule without 48 hours' notice, you will be charged the full fee for that hour. Please note that as a general policy that most insurance and managed health care providers do not reimburse for missed or canceled sessions. Nor do they usually allow you to apply the charge toward your deductible or co-pay.

Psychological Emergencies

If you are experiencing a medical emergency, please dial 911 or go to the nearest emergency room. If you have an urgent message for me, you may leave a voicemail message. Messages are checked every few hours; expect it to take this long (or longer). I will return your call as soon as possible but never any later than 24 hours. Late night messages are not likely to be returned until the following morning.

Vacation and Calls

Billing phone calls over ten minutes is prorated according to hourly fees.

Agreement

I, _____, agree to the terms and conditions of these office

(Patient's Full Name)

procedures and patient contract

Patient's Signature

Date