

Johnson Neuropsychology – Payment Policies

We are pleased to welcome you to our practice. Our desire is to provide you with the highest level of psychological and/or neuropsychological care. It is our policy to make financial arrangements with you before the process begins. Below is an explanation of our payment policies. If you have any questions, please do not hesitate to ask.

1. Payment for services is due at the time services are rendered. We accept cash, checks and debit/credit cards.
2. As a courtesy, we will verify your insurance benefits with in-network plans prior to the visit and you will be expected to authorize benefit payment directly to Johnson Neuropsychology. All efforts are made to inform you of patient responsibility for the services. However, if your insurance plan denies payment to Johnson Neurology, you will be responsible for the payment for services rendered.
3. If out of network, we can provide you with a superbill for filing for any eligible out-of-network benefits reimbursable to you from your plan.
4. We offer a 90-day (3 month) payment plan for those with financial hardship. A credit/debit card will be taken and retained on file for automatic debit on the payment due dates. Johnson Neurology cannot carry balances longer than 90 days, regardless of insurance status, and reserves the right to forward all necessary information to a collection agency.
5. There will be a \$35 service fee plus any related bank fees incurred for NSF or returned checks.
6. Your appointment is reserved just for you. We require **48-hour notice** for cancellation. If cancelling within this timeframe or if your appointment is missed without notification, you will be charged \$50 for that appointment. Payment will need to be made in order to reschedule. Cancellations for Monday appointments must be made by Friday at 4 pm.

Other Services (non-covered by insurance)

- **Academic Testing** – If not covered by your insurance plan, a fee of 4 units will be assessed for this service, based on the reimbursable schedule of the plan.
- **Telephone consultations** – If it is not possible to meet in the office for an appointment, a phone consult can be scheduled for you. It is scheduled for 30 minutes at \$100. Payment will be accepted via a credit card at time of the phone call.
- **Completion of forms** – Disability forms, insurance reports, letters and other forms of written communication is chargeable at \$35. Payment will be expected at time of document preparation.
- **Legal** - Consultations, report writing, correspondence and telephone contact for legal actions are billed at \$200 per hour for all clinicians. A retaining deposit is expected in advance of any services. Payment in full for all billable hours is requested prior to releasing of letters or reports in legal matters. If any travel expenses are incurred related to this service, they will also be client responsibility.
- **Records Request** – you may request one copy of your medical record for yourself in accordance with HIPAA (Health Insurance Portability and Accountability Act) at no charge. All subsequent record copies are \$30 per copy.

I have read, understand and agree to the terms set forth in this policy. I understand that I am financially responsible for all charges whether or not paid by insurance.

Patient Name

Date

Responsible Party

Date