**CLIENTS FOR COUNSELING CONSULTANTS**

**Co-payment or fees are due and payable at time of your appointment.** Please pay before your session to ensure respect for each client’s appointment time.

**INSURANCE AUTHORIZATION NUMBERS**

If you do NOT have an authorization number at the time of your appointment, YOU MUST pay for the session until insurance verification has been completed. There will be an additional fee of $15.00 if the office has to bill you.

**MISSED APPOINTMENTS**

Office policy requires a **24 hour notice** when you cannot keep your appointment or need to reschedule. Failure to provide this office a 24-hour notice will result in YOU being charged for the full contracted fee as Insurance companies do not pay for missed appointments.

**NOTE: If your appointment is for a Monday, you MUST contact this office no later than Friday, 12 noon to cancel or reschedule.**

All calls to cancel and/or reschedule should be directed to the Office number (949-724-8956) to allow office personnel time and opportunity to try and fill your session vacancy.

**SESSION LENGTH**

Sessions may be 15, 30, 45, or 60 minutes in length according to your insurance policy procedure. If you have any questions, please check with your therapist.

**CREDIT CARDS**

We do accept the following credit cards: Visa, MasterCard, AMEX and Discover. **There is a $3 charge for all CC transactions (the Square charges the office $6).**  If you want to make payments using one of these credit cards, please inform us at the time of your appointment as we will need you to sign a Release Form to allow billing.

**Your signature below simply indicates that you have read and understand Counseling Consultants office policy regarding missed or cancelled appointments.**

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**Client Date**