



Rapha Counseling, LLC.  
1111 NE 25th Ave.  
Bldg. 400 Suite 402  
Ocala, Florida 34470

## FINANCIAL POLICY AND MISSED APPOINTMENT POLICY

Welcome to Rapha Counseling, LLC. Please read over our financial and missed appointment policy. If you have questions feel free to ask the Rapha Counseling staff.

### FINANCIAL POLICY

**Fees.** Counseling sessions are 45-50 minutes long. The fee for a 45 minute session, either face-to-face or by phone, is \$100. A first time patient is charged \$50 by credit card to hold their appointment time. This fee is non-refundable but it is deducted from your first visit. Payment is collected at the first of the session. We also ask you to place a credit card on file for future billing.

**Charges.** Occasionally there are extra charges or other altered charges but in your case the fee for the 45-50 minute sessions will be \_\_\_\_\_.

**Insurance Patients.** If you have health insurance Rapha Counseling is happy to call your insurance company and verify your insurance benefits. They will also file your insurance for you. If your insurance covers a portion of your therapy we will be happy to wait for 60 days for your insurance to pay their portion. You will, however, be responsible for your deductible and co-pay or co-insurance. That portion of your care will be due at the time of your appointment. You will be responsible for all charges not covered by your insurance company.

**Self-Pay Patients.** Patients without insurance or with high deductibles are responsible for the cost of their care. Payment is expected at the time the service is rendered.

**Methods of Payment.** Rapha Counseling accepts cash, checks, and major credit cards.

**Payment in Advance.** If your therapist suggests more than ten visits, you may pay for them in advance and receive a discount of 10%. Payment for multiple visits must be made by the third visit.

### MISSED APPOINTMENT POLICY

Forty-eight hour notice is required for the cancellation of an appointment. Appointments canceled with less than 48 hour notice will be charged your full fee. Appointments missed because of inclement weather or other major problems will not be charged. This is not a policy that we prefer, but our survival as a practice depends on our clients being good partners as we try to provide the best healthcare that we can.

I have read and agree to the above conditions.

Name \_\_\_\_\_ Date \_\_\_\_\_



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**SUBPOENA / DEPOSITION NOTICE**

Rapha Counseling, LLC is an independent company and does not receive grants, and/or private donations to pay for services. Therefore, Rapha Counseling will charge the client, guardian, and/or caregiver for staff time when subpoenaed by a private attorney to testify on behalf of the clients served at Rapha Counseling. Charges will include, but are not limited to, preparation for testimony or deposition, actual wait time in court, testimony in court or at deposition, and travel to and from the courthouse or deposition location. The usual and customary charges will be \$100.00 per hour.

Guardianship

\_\_\_\_\_ I certify I have read and agree to the above conditions.

\_\_\_\_\_  
Client or Legal (Authority) Caregiver Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Therapist/Witness Signature

\_\_\_\_\_  
Date