



JMK Counseling Services, PC
Jessica M. Kuhn, MA, LMFT
109 Coronado Court, Building 7
Fort Collins, CO 80525
(970) 658-0362

Financial Policy

Fees, Billing and Overdue Payments

My standard charge is \$110 per session unless we have made other arrangements. A payment of cash, check, or credit card is due at the end of each session. Late cancellations or missed appointments that are not a result of an emergency will be billed in full per appointment, so be sure to cancel with 24 hours notice. I will give you one “get out of jail free” session for a late cancellation due to illness.

I bill case management in increments of 15 minutes, so any phone calls, document reviews or consultations over 15 minutes will be billed at \$20 per 15 minutes. Court preparation and appearances are billed \$250 per hour, and require an up-front retainer. Reintegration / reunification therapy is \$120 per hour.

There is a \$20 service charge for all returned checks.

If you are more than one month overdue on your payments, I will have a discussion with you in which we will cease any services until payments can be made. If you are overdue on your payments, I will assess a fee of 5% on your total balance. If you are delinquent on your balance for more than three months, I am permitted to utilize a bill collection agency to collect any unpaid fees.

Schedule of Fees

Service or Fee Description	Fee
Individual, Couples or Family Therapy	\$110 per hour
Case Management (i.e., phone calls, consultations, meetings)	\$20 per 15 minutes
Court Preparation/Apearances (including travel and wait time)	\$250 per hour (retainer required)
Late Cancellations/Missed Appointments	Your full fee
Returned Checks	\$20 per check
Overdue Payments Fee	5% of total due

Crime Victim Compensation

If you or your child qualifies for Crime Victim Compensation (CVC), they pay a set fee of \$85 per individual and \$45.00 for group sessions. I will bill CVC and keep you informed of your balance. If you apply for CVC and are waiting to hear if you are accepted, you may pay the per session CVC fee until you hear on the status of your application. If you are accepted, I will reimburse the money you have already paid; if not, you are responsible for all previously accrued fees.

Insurance

I do currently work with several insurance companies and EAPs. If I do not work directly with your insurance company, I can provide you with a monthly billing statement to submit for reimbursement. Not every insurance company will reimburse for an out of network provider. It is your responsibility to discuss this option with your insurance company, and JMK Counseling Services, PC can not guarantee you will receive reimbursement from them.

It is important for you to be aware that, in order to successfully submit billing statements to your insurance company, they may require a diagnosis according to the most updated version of the Diagnostical and Statistical Manual (DSM) of the American Psychological Association. If you are concerned about having a mental health diagnosis in your permanent medical record, please notify me and we can discuss your options.

Sliding Scale Fees

I take a limited amount of sliding scale fee clients, but these slots are typically reserved for long-term clients who have exhausted all other payment methods. If you receive a discount for services, this will be reflected in your billing statement. Out of courtesy, I ask that all sliding scale clients are particularly careful to pay their fees in a timely fashion and are sure to regularly attend all their sessions.

Agreement

I have read and understand this financial policy and agree to the above stated fees and procedures. I am responsible for the amount of \$_____ per session and agree to pay this amount in a timely manner.

Client Name (please print)

Client Signature (if necessary) Date

Parent or Guardian Signature Date

Parent or Guardian Signature Date

Therapist Date