believe in me
Developmental Therapy Center

FINANCIAL AND INSURANCE AGREEMENT

Insurance Claims

If we are in-network with your insurance agency we will directly bill your insurance agency for services rendered. If we are out-of-network providers we will provide you with invoices for services rendered for you to submit to your insurance agency for potential reimbursement.

In order to properly bill your insurance company, we require that you disclose all insurance information including primary and secondary insurance, as well as any change of insurance information. Failure to provide complete insurance information may result in patient responsibility for the entire bill. It is the insurance company that makes the final determination of your eligibility and benefits. If your insurance company is not contracted with us, you agree to pay any portion of the charges not covered by insurance, including but not limited to those charges above the usual and customary allowance. If we are out-of-network for your insurance company and your insurance pays you directly, you are responsible for payment and agree to forward the payment to us immediately.

Believe in Me is *contractually required* to collect patient responsibility after claim adjudication and the associated fees are determined by your individual insurance plan. To not do so would be in violation of our contract with the insurance company.

If an insurance company remits payment for services directly to you please submit check immediately to Believe in Me.

Self-Pay

If scheduling an evaluation with Believe in Me and paying out-of-pocket a deposit of $300 (ABA evaluation), $250 (speech), or $250 (OT) is required at time of scheduling the evaluation.

Payment is due upon receipt of invoice. Our office will be happy to work with you in order to pay any balance due to our practice. Please contact us for qualifying options.

Cancellation/Late Arrival/Early Pick-Up Fees

All cancellations, late arrivals, and/or early pick-ups are subject to a 5-time rule.

Cancellations

All cancellations without 24 hours' notice are subject to the 5-time rule, *regardless of reason*.

The first five times you do not cancel prior to 4pm the evening before a session, the fee will be waived. Fees will be assessed at the 6th occurrence.

We ask that you kindly give as much notice as possible if a session needs to be cancelled. We waive any fees for late notice cancellations for the first 5 occurrences as we understand circumstances arise which necessitate cancellations. At the 6th occurrence, cancellations not made prior to 4pm the evening before a session is scheduled to be held will be subject to a cancellation fee of $60. This fee will be the responsibility of the family and is not submittable to insurance.

Late Fees

All late arrivals without 24 hours' notice are subject to the 5-time rule, *regardless of reason*.

The first five times you are late and do not provide advance notice prior to 4pm the evening before a session, the fee will be waived. Fees will be assessed at the 6th occurrence.

Due to insurance constraints, if you are 8+ minutes late for a session, a $30 fee will be assessed. This fee will be the responsibility of the family and is not submittable to insurance.

If you are 15+ minutes late for a session, a late fee of $60 will be assessed. This fee will be the responsibility of the family and is not submittable to insurance.

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Early Pick-Up Fees

All early pick-ups that occur without 24 hours' notice are subject to the 5-time rule, *regardless of reason*.

The first five times you do not notify Believe in Me you will be picking your child up early prior to 4pm the evening before a session, the fee will be waived. Fees will be assessed at the 6th occurrence.

As per our financial agreement if you need to change the pick-up time of a session (will be picking up your child 15 or more minutes earlier than scheduled) and this information is not provided to Believe in Me by 4pm the evening before the session, a $30 fee will be assessed. This fee will be the responsibility of the family and is not submittable to insurance.

*If your child is sent home early due to illness this fee does not apply.

Service Hold/Discontinuation Without Notice Fees

To respect our staff and their livelihood and to provide time to complete an appropriate transition plan, if you wish to end ABA services or place services on hold for a period of time longer than 1 week we require a month's notice.

If a child misses two weeks without one month's notice or the provision of a doctors' note documenting the absence is due to illness a fee of **$1200** will be assessed. This fee will be the responsibility of the family and is not submittable to insurance.

Outstanding Balance Policy

Any outstanding balance must be paid in order for services to continue. **Please note failure to pay past due invoices may result in a gap or cancellation of services**. If no resolution can be made, the account will be sent to collections agency or attorney, and failure to pay for services rendered may lead to discharge from the practice. In the event an account is turned over for collections, the person financially responsible for the account will be responsible for all collection costs including attorney fees and court costs.

Insurance Authorization

I hereby authorize Believe in Me, LLC. to furnish my insurance carrier any information acquired in the course of my evaluation or treatment necessary to complete my insurance forms. I hereby authorize Believe in Me, LLC to submit claims for services covered under my insurance plan, on my behalf. By signing the form below, I give Believe in Me, LLC the authorization to bill said insurance directly and disclose any documents necessary to the insurance company for continued services.

Also, I hereby assign to Believe in Me, LLC all payments for services rendered. In the event that my insurance company does not pay for services rendered, I understand that I am fully responsible for all payments due.

Net Terms

Invoices will be physically mailed to you by our billing agency, Missing Piece, on or around the 15th of each month (depending on if the 15th falls on a holiday or weekend). Missing Piece submits billing to insurance once a week and once they receive payment from insurance they will generate client invoices. Missing Piece will wait to receive reimbursement from insurance before billing our clients to ensure they are billing you correctly.

Payment is due immediately upon receipt of the invoice via check (mailed to Believe in Me – practitioners are NOT able to accept payments), over the phone with Missing Piece, or via our online payment system. When you receive your invoice from Missing Piece there will be information included for the online portal.

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Please note if you are a new client you may experience a delay in receiving an invoice as we await insurance reimbursement.

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