



Trauma Informed Therapies Financial Responsibility Agreement

Client name (printed): _____ **Date**
of birth: _____

Billing Policy

This Financial Responsibility Agreement describes Trauma Informed Therapies' (TIT) policy regarding payment for services rendered by TIT.

- Unless other arrangements are made, full payment for service - including co-insurance or deductible - is due upon receipt of service. Co-payments are due at check-in.
- You are responsible for knowing what services your insurance will cover. (TIT's insurance verification tool can help when asking your insurance company about coverage.) We do offer a sliding fee for those who qualify.
- You are responsible for providing a photo ID and current insurance information to TIT.
- You are responsible for notifying TIT of any changes in your address, contact information, and insurance coverage immediately. Failure to do so may result in processing delays and an increase in your financial liability. You are financially responsible for all charges, whether or not paid by insurance, including any charges for services rendered which are denied, not prior authorized, or for any reason not covered by the applicable insurance company. If insurance payment is unable to be obtained using the information you have provided TIT, the balance will automatically be transferred to client responsibility and you will be responsible for payment of any charges.
- You are responsible for prompt payment of bills for your account. If you fail to pay your balance in full or make acceptable payment arrangements within 3 months of the payment due date, the bill may be turned over to a collections agency and you may be held **responsible for the full amount of the bill plus any collection fees assessed.**
- If you are having difficulties paying the balance on your account, contact the front office at 509-842-0067, extension 1, as soon as possible to discuss options for a payment arrangement or assistance in meeting your financial obligations.
- Failure to meet terms of TIT's Financial Responsibility Agreement may result in discontinuation of services at TIT.
- In situations of divorce, separation, court orders, etc., the undersigned will be financially responsible for any account balance (including failed appointments and late cancels).
- **If you must cancel or reschedule an appointment, you must do so at least 24 hours in advance of appointment.** (Monday appointments must be canceled or rescheduled before 4 p.m. the Friday prior.) 'Late cancels' and 'no shows' are failed appointments. Clients who fail appointments are subject to our Attendance Policy which may include failed appointment charges billed to your account. Please note that insurance companies will not cover this expense. (See Attendance Policy for further information.)
- TIT may contact you using the telephone numbers you have provided to TIT for billing or collections purposes, which may include mobile telephone numbers.
- TIT may not bill to a secondary insurance. If not, we are happy to provide a receipt of client payment which you can send or fax to your secondary insurance for personal reimbursement.

Your resource for all billing related questions is the front office of Trauma Informed Therapies, contacted at 509-842-0067, extension 1. Please sign below to indicate that you have read, understand, and agree to the financial policies above.

Signature of client/guardian/financially responsible party: _____ **Date:** _____

Printed Name:

Relationship to client:
