

## **Counseling Fee Schedule**

### Payment Methods and Terms

Payment is due prior to services being rendered unless the client has Medicaid coverage. Medicaid insurance will be processed by Easy Does It Counseling directly with Colorado Medicaid. Payment can be made via cash, check, or credit card. Please note that credit card payments are subject to a 2.9% + 30¢ processing fee.

### Credit Card Processing Fees

To cover the cost of processing a credit or charge card transaction, and pursuant to Section 5-2-212, Colorado Revised Statutes, a seller may impose a processing surcharge in an amount not to exceed the merchant discount fee that the seller incurs in processing the sale or transaction. A seller shall not impose a processing surcharge on payments made by use of cash, a check, or a debit card or redemption of a gift card.

### Late Fees

Payments and invoices not successfully processed prior to the rendering of service or it will incur a NET 30. Section 5-2-212, Colorado Revised Statutes, a seller may impose no more than 3.75% interest rates each month as a late fee. Amounts not paid within terms are subject to a 3.75% per month interest charge permitted by law.

### Letters

This practice provides disability letters, companion pet letters, emotional support animal letters, letters regarding your ability to work, workplace accommodation letters, and any letters that would inform providers of your mental health history. You must discuss these needs with your therapist. If a letter is required attesting to the client's needs the therapist will provide it for a fee of \$50 per one-page letter and \$25 for each additional page. Letters are only provided to clients who have been seen for 8 sessions or longer. Excuse notes (e.g., doctor's note, sick note) are available upon request for excuse from school, work, or court appearance. Leave of Absence letters will be issued when the client's needs and treatment progress would benefit from time off of work.

### Records Requests/Retrieval

Colorado Statute 25-1-802(1)(a) allows providers to charge a retrieval fee for medical records sent to entities such as law offices, disability claims, and other organizations. While medical records requests will be fulfilled, there is an allowable 7 business days to fulfill the request, per Colorado statute. Client's requesting medical records are subject to the same fees. Please see table below for retrieval fees.

\$10/retrieval fee,

\$18.53/first 10 pages,

\$0.85/next 30 pages,

\$0.57/pages thereafter

Court Appearance

**Clients are discouraged from having the therapist subpoenaed.** Though the clients's attorney, who initiates the subpoena request is responsible for the court appearance and testimony fees, it does not mean that the therapist's testimony will be solely in the client's favor. The Therapist will only testify to the facts of the case disclosed by the client and collateral information. The Therapist will not provide a professional opinion beyond diagnosis and treatment progress.

The following fees apply for court appearances:

Preparation time (including submission of records) \$220/hour

Phone calls \$220/hour

Depositions \$250/hour

Email or written letters \$200/hour

Time required in giving testimony \$250/hour

Mileage \$0.54/mile

Time away from office due to depositions or testimony \$220/hour

Filing a document with the court \$100 (Plus court fees)

The minimum charge for a court appearance \$1,500

Any and all legal fees and costs incurred by the therapist as a result of the legal action.

Note: A retainer of \$1,500 is due in advance. All forward balances are required to be paid in full. If a subpoena or notice to meet attorney(s) is received without a minimum of 48-hour notice there will be an additional \$250 "express" charge. If the case is reset with notice of less than 72 business hours, the client will be charged \$500 (in addition to the retainer of \$1,500). **All fees are doubled if the therapist has to postpone or interrupt plans to go out of town.**

## **Cancellation Policy**

### **FEES FOR NO-SHOWS & LATE CANCELLATIONS**

The client is expected to attend each scheduled session on time. A canceled or delayed appointment delays our work and can negatively impact other clients. Since your appointments involve the reservation of time specifically for you, and out of respect for your therapist and our other clients, a minimum of 24 hours' notice is required for rescheduling or canceling an appointment. We appreciate more than 24-hour notice when possible, as we can then make that time available to other clients. If for any reason a session is canceled less than 24 hours prior, the full fee will be charged.

### **WAIT TIME/GRACE PERIOD**

Due to the length of time provided for each appointment, it is critical that you arrive on time for your appointments. If you are more than 10 minutes late to your appointment, we will have no choice but to reschedule your appointment and you will be responsible for the full fee of the service. To avoid this, we require at least 24 hours' notice for all cancellations (as described above). Both therapist and client have a grace period of 10 minutes.