



Access Living Payment Agreement

I, _____, understand and agree to the following terms of service.

- Payment is due in full at the time of service.
- Access Living practice is considered in-network with most insurance companies.
It is the client’s responsibility to verify with their insurance company that their provider is considered in-network.
- Payment may be made by all major credit cards, cash or checks made payable to Access Living. Health Savings Accounts and Flexible Spending Accounts are also accepted as payment.
**Note there is a 3% convenience fee for the credit card payment option.*
- Access Living reserves the right to charge 1.5% monthly finance charge on any outstanding balance beyond 90 days.
- Access Living reserves the right to charge \$45.00 if appointment is canceled without 24 hour notice, in addition to if a client does not show for scheduled appointment or if a client is more than 10 minutes late from the start of the original appointment.

FEE REDUCTIONS

Access Living has an as-needed sliding fee scale under certain circumstances such as sudden unemployment or loss of health insurance, etc., that occur during the course of treatment. Such fee reductions should be documented in writing with a signed agreement kept in the client’s records to avoid misunderstanding about fees and payment schedule.

FINANCIAL STATEMENTS SENT TO CLIENTS

Monthly statements reflecting all charges and payments will be processed on the 1st of every month. These statements will be E-mailed to the email address provided, unless client requests otherwise.

Email: _____

Please check box if you prefer to receive statements via USPS Mail

PRIVATE PAY & OUT-OF-NETWORK CLIENTS

Although we do not participate with some insurance plans, most health insurance plans have coverage for out-of-network providers. You can request receipts to submit for reimbursement to your insurance. Please contact your plan to be certain of reimbursement policy. Full payment is always due at the time of service.

Client Signature

Date

Witness

Date