



*New Hampshire Locations:* New London, Claremont, Upper Valley, Downtown Hanover, Plymouth {*Concord & Keene coming soon!*}

*Mississippi Location:* Downtown Hattiesburg

[www.ca-mh.com](http://www.ca-mh.com)

☎ Phone (603) 865-1321

fax (603) 865-1327

## **Financial Agreement**

Upon becoming a client of Counseling Associates of New London, PLLC, you are required to sign our Financial Agreement, in addition to other consent forms. Please find here an outline of our Financial Agreement so you can have a better understanding of your financial responsibility related to your visits with us.

I understand and agree that Counseling Associates of New London, PLLC (locations in New London, Claremont, Hanover, and Plymouth), requires payment at the time of service, for in person and telehealth visits.

I understand that I have the option to leave a credit card on file to cover my in person or telehealth visits to be charged after each visit. I understand that if I choose not to leave a credit card on file, I am required to call within 24 hours of your visit to make a payment by phone. I understand that after two visits of non-payment, my services may be suspended until my balance is paid in full.

I understand that if my credit card declines at any point, a staff member will reach out to me and after two non-returned phone calls, my services maybe suspended until my balance is paid in full.

Payments may be made by check, cash, money order, credit card or HSA Credit Card.

I understand that if my payment is being made by a third party, such as InstaMed payments, HSA, FSA accounts, I am required to notify Counseling Associates within in 10 days of my first session.

I understand that I am financially responsible for any and all costs associated with services which are considered part of my deductible, co-payment, and/or co-insurance stated by my insurance, and services my behavioral health insurance does not cover.

I understand that I am responsible for notifying Counseling Associates of New London, PLLC, of any insurance changes.

If I do not notify Counseling Associates of New London, PLLC, within 30 days of the change, I will be responsible for paying in full any charges incurred for services provided that are not able to be billed to my new insurance company.

Counseling Associates of New London, PLLC, has 30 days to submit all claims to insurance. If they are not submitted within 30 days, insurance will not pay for your services. Services will be charged \$180 to \$365 per session, depending on the service, for any visits that are not covered by insurance.

We have a standard 24-hour cancellation policy. Please notify us of cancellations at least 24 hours prior to your appointment to avoid the late cancel or missed session fee. Missed sessions or late cancels cannot be charged to insurance, FSA, or HSA.