

# New Client Acknowledgement

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**Because of the ever-increasing complexity and expenses associated with remaining on insurance panels, LTCC, PLLC is establishing the below policy effective 12/1/2019. This pertains to *in network clients* only. This does not pertain to out of network claims or EAP clients.**

Please initial each point to verify understanding. Thanks.

\_\_\_\_\_ 1. Please be aware that by requesting that your provider use your insurance for the purpose of reimbursement of fee, we must assign a clinical diagnosis for treatment as required by your insurance company. Please let your therapist know if you have any questions regarding this.

\_\_\_\_\_ 2. We will file your claim electronically. Until we receive the first reimbursement from your insurance company, we ask that you pay the therapist's full fee up front. After the first payment from the insurance company is received, we will reimburse you any and all moneys that have been duplicated. After this we will also know what your copayment is (if any) and will only collect that and our admin fee (see below) for future sessions.

\_\_\_\_\_ 3. Due to the overall costs of doing business associated with being an insurance provider, there will be a **\$35 administrative fee** assessed in addition to your co-pay for each and every session. The only possible exceptions made will be for financial hardship and will need to be discussed with the business manager. **Please note: this will apply whether or not we file your claim for you.**

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Therapist Signature

\_\_\_\_\_  
Date