

**OFFICE PAYMENT POLICY**

As part of our commitment to offer excellent medical and professional care to you and family, we would like to present our office payment policy in order to minimize misunderstanding about fees. **GULF COAST MENTAL HEALTH IS NOT A STATE AGENCY or CHARITY, but rather a NON-PROFIT PUBLIC SERVICE AGENCY. We must CHARGE FEES for our services IN ORDER TO MAINTAIN OUR OPERATION. We ask for payment at the time of service. This includes payments for Therapist's appointments and Med Checks.**

FEES ARE BASED ON INCOME & HOUSEHOLD

As a courtesy, we will file charges with your insurance carrier(s). By signing below, you authorize and request insurance payments be made directly to Gulf Coast Mental Health Center. **HOWEVER YOU ARE RESPONSIBLE FOR YOUR FEE IF THERE IS A DEDUCTIBLE OR YOUR INSURANCE DOES NOT COVER OUR SERVICES.** We advise that you familiarize yourself with the benefits of your plan. Prior to any service, we will assist you in determining your portion of the bill. This usually includes any un-met deductible, co-payment and co-insurance which are to be paid prior to services. We accept Cash, Checks, Master Card, Visa, Discover and Debit Cards.

If you do not have insurance our Intake Fee, is \$30.00 for those who qualify for sliding scale, if not, Full Fee for service is \$150.00. You will have to provide proof of income to qualify for our Sliding Scale Fee. Our minimum fee is \$25.00 which will have to be paid for each visit after the intake.

**Self Pay Clients: Full Fees are due at time of service. NO EXCEPTIONS**  
IF YOU DO NOT HAVE YOUR FULL FEE PAYMENT YOU WILL HAVE TO BE  
RESCHEDULED

THIS POLICY IS OFFERED IN AN ATTEMPT TO DEVELOP AND SUSTAIN A CONTINUED PROFESSIONAL AND PLEASANT RELATIONSHIP. YOUR COOPERATION IS GREATLY APPRECIATED.

**I have read and understand the above policies and give consent to bill my insurance if provided.**

Signature \_\_\_\_\_ Date \_\_\_\_\_