Cate Richardson-Henley, LCSW-R
P.O. Box 36, Milford, NY 13807
Office landline: 607-441-3088; Fax: 607-441-3091
email: crh@phonecounselingservices.com

Treatment Contract

1) I am a NY state resident.
2) I understand that Cate participates with CDPHP and MVP insurances.
3) If I am a private pay client, I understand that the standard private pay fees are: $150 for the initial session, which will entail an evaluation; $140 for each subsequent 55 min. session. If I am unable to afford the standard fees, a sliding scale may be offered of $100-$135.00/session. Fees for the support group are yet to be determined.
4) All payments are to be made using PayPal prior to the beginning of my appointment.
5) If I am using insurance to pay for my sessions, I authorize payment by my insurance company directly to Cate Richardson-Henley, LCSW-R.
6) If I have insurance, I understand that Cate Richardson-Henley does not call to confirm insurance coverage and that I am required to obtain information regarding my copay/coinsurance/deductibles, etc.
7) If my insurance company refuses to cover the cost of my session(s), I understand that I will be required to cover this cost, unless this is expressly forbidden by my insurer.
8) If, for an unanticipated reason, I am unable to afford my session fee, I will discuss this matter with Cate prior to my session and make a mutually agreeable payment arrangement. I understand that Cate does not send out bills, and therefore I would have to take full responsibility for making payments in a timely manner.
9) I understand that, if I use insurance, my insurance company can have access to any clinical information required to process insurance claims.
10) Should there be any paperwork required by any entity other than my insurance company, eg. Social Security, long-term disability insurance, a life insurance company, etc., I agree to pay $100/hour for any copying, scanning, faxing or completion of forms or preparation of letters requested by any provider.
11) Regarding missed appointments: there will be an $80 fee for any missed appointment with less than 24 hours notice. I understand that messages left on the answering machine the night before will be considered a missed appointment. If you have an emergency, eg. Sudden onset of debilitating illness, death of a loved one, you will not be charged a fee. Please note that "work emergencies" can be avoided and are therefore not considered emergent situations by this practice (you can discuss this further with Cate).
12) I have received and reviewed the "Notice of Privacy Practices/HIPAA" document.
13) I am aware that this practice does not respond to emergency calls. If I am experiencing a life-threatening emergency, I should either call 911 or have a family member or close friend take me to the nearest local emergency room.
14) If I need to speak with Cate in between sessions regarding an urgent matter and it is after normal business hours, I need to call the office number and follow directions re. how to reach Cate after hours or call Cate on her "urgent call number."