

POLICIES

1. The payment of fees is required at the time of services. Please make checks payable to: E.E. Stephens, Ph.D.
2. If the fees are a problem, a fee payment plan can be worked out at your first visit.

INSURANCE

1. The office will automatically bill your insurance company for the services if you have provided the insurance information and signed this statement authorizing billing.
2. Even though an insurance claim is filed, this office cannot accept responsibility for collecting your insurance claim or for negotiating a settlement on a disputed claim. You are responsible for payment on your account.

APPOINTMENTS

1. Cancellations and/or No-Show appointments: Your regular fee will be charged for failed appointments, or for those cancelled less than 2-hours in advance.
2. In the case of illness, cancellation must be made by 8:30 A.M. the day of the appointment to avoid being charge. For your convenience Dr. Stephens has a 24-hour answering machine.
3. If appointments are cancelled or missed, re-contact the clinic for next appointment.
4. For your information, insurance companies will not pay for no show charges.

EMERGENCIES

1. Dr. Stephens has a 24-hour answering machine for clients, However, he does not carry a beeper. So there may be a delay in his ability to immediately respond to your call. If you need immediate support and don't immediately hear from Dr. Stephens call Multnomah County Crisis Hotline at (503) 988-4888 or go to the emergency room of any hospital.

After reading these policies, please sign below. By signing the form you show that you understand these policies. This sheet is for you information and use. If you need a copy please ask the receptionist.

SIGNATURE

DATE