

## John W. Steele, Ph.D., Licensed Psychologist

### Fees

Therapy sessions generally run about 45 minutes, leaving me the remainder of the appointment hour to complete paperwork and any necessary phone calls regarding our work together. My standard hourly fee for psychological services is \$140 for each visit, unless you request that your fee be set according to a sliding scale, based on factors such as your family income and the number of people supported by this income. Please note that if you are using insurance your co-payment and the payments I receive from your insurance company are determined by your insurance plan and may be different than the fees set out in this agreement. Besides weekly appointments, I charge my standard hourly fee for other professional services you may need, though I break down the hourly cost if I work for periods of less than one hour. Other services include report writing, phone conversations lasting longer than 5 minutes, consultations with other professionals with your permission, preparation of records or treatment summaries, and the time spent performing any other service you may request of me. If you become involved in legal proceedings that require my participation, you will be expected to pay for all of my professional time and transportation costs, even if I am called to testify by another party. Because of the difficulty of legal involvement, I charge \$300 an hour for my professional time spent in consultations with attorneys, report writing, preparation and attendance at any legal proceeding and any other duties I perform relating to such legal matters.

### BILLING AND PAYMENTS

You will be expected to pay for each session by *cash or check* at the time it is held. Unless we agree otherwise or unless you have insurance coverage that requires another arrangement, fees not paid at the time of the visit will be subject to a late penalty fee of \$10. Accounts not paid within 30 days will be subject to additional late penalty fees of \$10/month. If your account has not been paid within 60 days and arrangements for payment have not been agreed upon, I have the option of using legal means to secure the payment. This may involve hiring a collection agency or going through small claims court which will require me to disclose otherwise confidential information. In most collection situations, the only information I release regarding a client's treatment is his or her name, the nature of services provided, and the amount due. If such legal action is necessary, its costs will be included in the claim.

### Cancelled/Missed Appointments

Once an appointment hour is scheduled, you will be expected to pay for it unless you provide **at least 24 hours notice of cancellation**. Insurance companies do not provide reimbursement for cancelled sessions. **Missed appointments are charged at the full session rate. Appointments cancelled or rescheduled within 24 hours are billed at half the hourly fee.**

**For more detailed information on these and other policies, please see the  
PSYCHOTHERAPIST-CLIENT DISCLOSURE STATEMENT AND SERVICES  
AGREEMENT**