**Dr. Jan Martin Dunn**

**FINANCES AND MISSED APPOINTMENT POLICY**

Welcome to my office. Please read over the following information. If you have questions, feel free to ask.

**FINANCES**

*At one time or another nearly all marriages will face significant difficulties; however, few people budget for marital counseling. The potential cost of lives that are broken, attorney fees, child support and spousal support make the cost of counseling small in comparison, especially when compared to the joy of a transformed marriage. If marriage is not your struggle, then what is it worth to you to become less depressed and/or anxious or to be freed from your secret addiction which robs you of your joy and confidence? Now is the time to INVEST in making real change that can bring renewed hope and confidence to you.*

**The 1st Session**

The first session will last 1 hour to have time to complete and review paper work and also have a full session (sessions after the first one are 45 minutes long). Three things will happen in the 1st session:

1. **Quick Review of Paper Work and Opportunity to Ask Questions**
2. **Discussion of Finances**

You probably received the PAYMENT OPTIONS Handout by email. Hopefully, you have had time to think about the different options for paying for treatment.

 **Many people understand that the nature of their issue is such that it is going to take quite a few meetings with the therapist to reach their desired goals. Therefore, the bulk payment schedules are designed to help clients save money.**

* Pay Each Visit (no discount)
* Advanced Payment Discount (choose either 5 sessions or 10 sessions—the most popular plan)
* 3 Monthly Payments Discount—10 sessions
* 3 Equal Payments Discount—5 sessions
* A Payment Plan (no discount)

 You can choose what works best for you. You can pay with a credit card, a HSA card, check, or cash. You will be required to fill out a credit card information sheet even if you are paying by cash or check.

**Insurance Clients**  Dr. Dunn is an out-of-network provider for all insurance companies. If you want to use your insurance, then you will pay full fee and be given a Superbill (invoice) to submit on your own to your insurance company. Any reimbursement due to you will go directly to you.

**Self-Pay Clients** If you do not have insurance, have high deductibles, or choose not to use your insurance, you are responsible for the cost of care. Payment is expected at the time of service. You may take advantage of the discount plans listed above.

**Additional Charges** Occasionally there are extra charges when ASSESSMENTS are given. You will be given notice in advance. Not everyone takes every assessment.

* Prepare-Enrich for Premarital and Marital Counseling
* Beck Depression Inventory
* Beck Anxiety Inventory
* SASSI for Measuring Substance Usage
* Marital Satisfaction Inventory
* Gottman’s Relationship Checkup Assessment
* SYMBIS (Saving Your Marriage Before It Starts) for Premarital Counseling

Benefits of assessments are:

1. Assessments help the therapist learn much valuable information quickly and early in treatment, thus increasing relief for clients.
2. Assessments can help a therapist with diagnosis and better treatment planning.
3. Assessments sometimes help clients to learn more about themselves and other family members/spouse.
4. In the case of premarital counseling, assessments help a couple to become aware of areas that need more attention in their relationship as well as understanding their strengths.
5. **Full Session—You tell your “story”**

**MISSED APPOINTMENT POLICY**

Only **12-hour notice** is required for the cancellation of an appointment. Appointments canceled with less than 12-hours’ notice will be charged your full fee. Appointments missed because of inclement weather will not be charged. The charge will be applied to your credit card on file.

You cannot receive an invoice to send to your insurance company for missed appointments after you pay for them.

It is very easy to cancel an appointment. Just call the voice mail number on my business card, 214-890-6637. It is a 24-hour number, so you can leave a message at any time. Also, beginning with the second session, if you have received an email concerning the scheduling of your appointment, you can use it to go to the calendar on my website and cancel and/or reschedule.

**FEES CONCERNING LEGAL ISSUES**

If Dr. Dunn is requested by you or subpoenaed by any attorney to testify in any court-related proceeding as a result of this therapeutic relationship, she will produce the requested information that she is required to do by law. She may be required to show the court her records and/or to testify in court. You will be required to reimburse her in advance at a rate of $360/hour (or double her standard fee at that time) for:

Production of records Preparation/review time concerning depositions

Preparation time for court Waiting time for deposition

Waiting time at court Travel time to/from depositions

Time in courtroom Time in deposition

Travel time to/from court

If Dr. Dunn’s testimony is requested by another party, Dr. Dunn will attempt to obtain payment from that party; however, the ultimate responsibility for payment is yours and you agree to pay all costs prior to or at the time of production.

 An individual who wishes to file a complaint against a Licensed Marriage and Family Therapist (LMFT), a Licensed Marriage and Family Therapist Associate (LMFT Associate), or a Licensed Professional Counselor (LPC) may write to:

Complaints Management and Investigative Section
P.O. Box 141369
Austin, Texas 78714-1369

 **I have read and agree to the above conditions. I have also received a copy.**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_