



Fee Agreement and Financial Policy

Thank you for choosing the Mindfulness Gym. Please review our Fee Agreement and Financial Policy, which describes our schedule of fees for services, charges not covered by insurance, and additional fees. Please be sure you understand the policies regarding our service rate, cancellations, missed appointments, methods of payment, insurance reimbursement, and past due accounts. If you have any questions about this policy, please ask your provider prior to signing this Agreement and Policy.

Our Service Rate

- Initial Phone Consult (15 minutes) Free
- Individual Psychotherapy (45-55 minutes) **\$140.00**

Additional Fees

- Medical Records Request **\$15.00** per request
- Late Cancellation (Less than 24 Hours notice) **\$35.00**
- Missed Appointment (No show/No Call) **\$100.00**
- Past Due Account (Over 30 days) **\$25.00** per month
- Insufficient Funds **\$25.00**

Payment

You will be asked to set up an account through our client portal at www.mgclientportal.com upon booking an appointment. Accepted methods of payment are credit and debit cards. Upon booking your initial appointment you will receive a secure email with a step by step process to enter your debit/credit card information. This information is securely saved through Simple Practice's charting system and processed through Stripe. Only your individual therapist has access to this private information.

Late Cancellation and Missed Appointments

Once an appointment is scheduled, that time is reserved specifically for you. Cancellations must be made 12 hours in advance. Although 24 hours is the minimum, if you need to cancel or reschedule please give as much notice as possible. You may notify our office by phone or email. We will honor late cancellations with a valid reason however we are not expected to honor every request. Signing this agreement ensures that you have read and understand this policy. Late cancellations will incur a fee of \$35.00. Should you not show for your appointment and not cancel you will be responsible for a fee of \$100.00.



Sliding Scale Fee Agreement

The Mindfulness Gym accepts a Sliding Scale Fee should you be facing financial hardship. To qualify for this discount you must provide your therapist a copy of your two most recent paychecks to verify your hardship. Should you be married, we will require two most recent paychecks of your partner/spouse as well. This Fee Agreement will be reviewed and updated every 3 months and will adjust accordingly. We do not accept zero income. Should you not provide these required documents, you will not qualify for this Agreement and will be responsible for the full session rate.

Agreed Upon Payment - \$ _____

Signature _____ Date _____ Review Date _____

PLEASE NOTE

You are ultimately responsible for your bill. Please discuss any changes in your financial situation with your therapist to ensure that services are not interrupted. Amounts past due by more than 30 days will incur a late fee each month of \$25.00. If your account has not been paid for more than 45 days and arrangements for payment have not been agreed upon, your services will be stopped until payment has been rendered which may result in terminating services. The Mindfulness Gym may resort to legal means to secure payment. This may involve hiring a collection agency, an attorney or going through small claims court. If such legal action is necessary, you will be responsible for the costs.

I agree to self-pay for the cost of services at the Mindfulness Gym as discussed in this agreement and policy. I agree to the fee schedule in this document. I understand that payment for services is due at the time services are provided.

Your Name (printed) _____ Date _____

Individual/Guardian Signature _____