

Kathryn Hoy Leugers, Psy.D., MBA
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Payment Policy Statement

General Information

Service fees must be paid in full at the time the service is provided. Please see my fee schedule below. As scheduled appointment times are reserved solely for each client, a missed appointment fee (currently \$100 per 45 minute session) will be charged for non-emergency cancellations that are not given at least 24 hours ahead of the appointment time. Please note that insurance companies will not reimburse you for missed appointment fees.

Some clients opt to solely self-pay for their services and others choose to use their insurance benefits as part of their payment. I am an out-of-network provider with insurance companies. If you chose to use your out-of-network insurance benefits you will be responsible for calling to clarify your benefits, submitting claims to your insurance company, and rectifying any questions or payment issues that may occur with your insurance company. As an out-of-network provider I do not call insurance companies or submit specific forms on your behalf, except in the event that your insurance company requires preauthorization from me for specific services. It is your responsibility to tell me if preauthorization is needed prior to any services and you must give me the specific contact number or form that I can complete to obtain pre-authorization for you. If requested, I can print or send an encrypted e-mail to you (or your responsible party) with a receipt for services that includes the information you will need to file a claim with your insurance company (dates of service, CPT code, fees charged and paid for sessions, and client diagnosis). Some of the psychological services listed on my fee schedule may not be covered by insurance (ex., phone or email consultations, missed appointment fees).

If you are interested in using your out-of-network insurance benefits I recommend that you call your insurance company and ask them to clarify your deductible for “out of network mental health benefits.” You should also ask them to clarify your benefits once you reach your out-of-network deductible, including what specific amount (in dollars, not percentages) your insurance will reimburse per 45 minute session and if pre-authorization is needed prior to psychotherapy sessions or a psychological assessment. Once you reach your deductible insurance companies will often reimburse you a certain percentage of their “usual and customary” session fee for psychologists in their network. This amount can be less than the amount that I charge per session (\$150.00). I want you to know the specifics as you would be responsible for paying the difference between the insurance reimbursement amount and my session fee.

Payment Methods

You have the option to pay for services using a credit or debit card (including flexible spending or health savings cards), a check, or cash. Please consider using a credit or debit card that I can save to your file, as I believe it will be the most convenient and efficient option for both of us.

Credit/Debit Card Option: I accept Visa, MasterCard, Discover, and American Express cards. If you chose this option please bring the card to your appointment and I will swipe the card into my electronic system. At your future appointments I will apply the session fee automatically to your card after we meet, unless you indicate that you would not like me to keep this card on your file. If you will be the responsible financial party for an adult or

minor who is my client, you are welcome to call me directly with your credit or debit card information or mail me a check, if you will not be able to attend the initial session to set up the payment arrangement in person.

Check Option: Please make checks payable to “Kathryn H. Leugers, Psy.D., LLC.”

Cash Option: Please bring the exact amount you plan to pay for the session fee(s).

I ask that you agree to maintain a client balance of less than \$300.00 and understand that non-emergency services may be postponed or terminated if you fail to maintain a balance below \$300.00. If your account has not been paid for more than 60 days and arrangements for payment have not been agreed upon, you agree that I have the option of using legal means to secure payment. This may include hiring a collection agency or going through a small claims court which will require me to disclose otherwise confidential information. In most collection situations the only information I would need to release would be a client’s name, the nature of services provided, and the amount due.

Dr. Leugers’ Psychological Service Fee Schedule:

Initial Interview – 45 minutes	\$170.00
Individual & Family Sessions – 45 minutes	\$150.00
Career Development Assessment Instruments	\$150.00
Psychological Self- or Other-Report Instruments	\$25.00
Other Psychological Instruments	Variable
Group Sessions	Variable
Seminars	Variable

Missed Appointment Fee – per 45 minute session **\$100.00**

Client Initiated Telephone Consultations

Client E-mail Review &/or Consultations*

*These services must go through my encrypted e-mail system at www.therapyappointment.com

Record/ Document Review

Letter or Report Writing

In-Person Professional Consultations (Ex., Therapy/School/Teacher Consults) – Including Travel Time

Phone or E-mail Professional Consultations – if frequent short consults or lengthy consults (over 15 minutes)

0 – 5 minutes	No charge
6 – 15 minutes	\$50.00
16 – 30 minutes	\$100.00
31 – 45 minutes	\$150.00
46 – 60 minutes	\$200.00
> 60 minutes/ prorated as above	

If you become involved in legal proceedings that require my participation you will be expected to pay for all of my professional time, even if I am called to testify by another party. I will ask that a retainer be paid of half of the expected fees at least one week prior to providing these services, and the second half of expected fees and any additional fees that may have been accrued be paid within one week after services are delivered. My professional time for legal proceedings may include preparation (document review or letter preparation), phone consultation with other professionals or you, record copying fees, and travel time to and from proceedings, testifying, and time that I wait in court prior to or after I may be called to testify). Due to the time-consuming and often difficult nature of legal involvement, I charge \$300 per hour for these services. You will also be responsible for any legal fees that I may incur in connection with the legal proceeding.