WE REQUIRE A CREDIT CARD TO BE ON FILE FOR ANY BALANCE NOT PAID BY YOUR INSURANCE COMPANY

Credit/Debit Card/Deposit Authorization Form

All information will remain secured and confidential.

You will be able to provide payment of your choice at each time of service. However, a credit/debit card OR $100 cash deposit is ***REQUIRED*** to be on file, regardless if you are using insurance or not. This credit/debit card or cash deposit will be used for any remaining balance after any applicable insurance claims (if insurance is used) or fees have been processed (e.g., co-pays, co-insurance, deductible, self-pay fees, no-show/late cancel fees). If your credit/debit card is declined at the time of collection, you will be required to leave a cash deposit for any future transactions. If your cash deposit is depleted to cover any charges on your account, you will be required to re-establish this deposit to be held for any future fees that are not paid in advance. If a balance remains on your account, it will be refunded.

Since insurance policies and benefits differ among plans, we are unable to know the specifics of your insurance policy. While Spectrum Psychology & Wellness, LLC will assist you in filing your insurance claim as a courtesy to you, knowledge of your insurance contract and its limitations are not our responsibility, and you are responsible for the balance of your account in full, whether covered by insurance or not.

SP&W ***requires at least 24 hours' notice prior to canceling an appointment. Because we offer appointment reminders and commonly have a waiting list, missed appointments that were not canceled with 24 hours' notice will incur a charge to your credit/debit card on file at the rate of $135. Late cancelations and/or arriving 15+ min. past your scheduled appointment time will incur a charge at the rate of $80. This fee cannot be charged to insurance.***

Additionally, in the best of circumstances it is impossible to guarantee a 100% delivery rate of appointment reminders, due to factors outside our control (i.e., bad phone numbers or email addresses, or reminders being misclassified as "spam"). It is always best to view reminders as a "courtesy" rather than a "certainty." Missed appointment fees will still apply. The benefit of reserving your therapist's time specifically for your session is that you rarely have any significant wait time. However, if you fail to keep your appointment, or fail to cancel more than 24 hours prior to the session, this block of time is no longer available to others and will still be billed to you. For additional information about fees and insurance, please refer to the Psychologist-Patient Agreement under "Professional Fees."

I am authorizing Spectrum Psychology and Wellness, LLC to charge my credit/debit card for any balance due on my account from any services related to my treatment at Spectrum Psychology and Wellness, LLC.

Cardholder/Depositors Printed Name:_____ __

Billing Address:_____

Credit Card Type: _____Visa _____MasterCard **__NOT ACCEPTED AT THIS OFFICE__**AMEX

____ HSA Card _____ DEBIT CARD

Credit/Debit Card Number:_____

Expiration Date:_____ CVV/CVC # (Three digits on back of card):_____

_____ _____

Cardholder/Depositors Signature Date