

HUDSON VALLEY CENTER FOR DEVELOPMENT

1124 Route 94 Suite 201
New Windsor, New York 12553
(845) 787-1350

Email: admin@hudsonvalleycenter.com

STATEMENT OF BILLING / ATTENDANCE POLICIES **(Child/Adolescent)**

All clients are required to keep a credit card on file. Treatment cannot be initiated or maintained without a valid credit card.

The child/adolescent billing policy involves an understanding that the clinician is setting aside specific time for you and that you are committing to regular treatment. Regular attendance is strongly encouraged. You understand that any missed sessions are to be paid for – regardless of the reason for the missed session.

By signing this billing policy, you agree to the following:

1. Payments, copayments, and uncovered fees will be billed to your credit card at the end of each week or at the end of each month. When requested, a monthly receipt will be provided.
2. Once a regular appointment time is agreed upon, this time will 'belong' to your child. **An administrative fee of \$70 (masters) / \$85 (psychologist) will be charged for any missed appointment,** with the following exceptions:
 - (a) Two (2) cancellations with twenty-four hours notice will be considered non-billable in a single calendar year – once this total is exceeded, you will be charged the administrative fee for any missed appointment.
 - (b) Cancellations with twenty-four hours notice that take place during documented school vacations will not be subject to an administrative fee, nor will such cancellations be counted towards the two non-billable cancellations.
 - (c) If an appointment needs to be canceled, the parent or guardian may request an alternative appointment as a 'make-up'. It may not be possible to make up an appointment given scheduling demands.
 - (d) Sessions not able to be billed as part of a managed care plan will be billed the administrative fee.
3. The Hudson Valley Center for Development is closed on the following national holidays:

Christmas, New Year's Day, Independence Day (July 4), Memorial Day, Labor Day, Thanksgiving
4. ***The Hudson Valley Center for Development is open on the following national or school holidays, and you will have a session unless you make alternative arrangements with your clinician:***

Martin Luther King, Jr. Day, President's Day, Good Friday, Columbus Day, Rosh Hashanah, Yom Kippur, Election Day

5. If a child/adolescent is not present for a scheduled appointment – and/or the appointment is canceled on the day of the appointment – you will be billed the administrative fee.
6. Phone consultations (including consultations with other professionals) cannot be billed through an insurance plan. Any such consultations that are more than 10 minutes in duration will be billed at the administrative fee, prorated accordingly. Outside meetings, consultations, home visits, mandated court appearances, etc. – including travel time – will also be billed at the same rate, prorated accordingly.
7. For children/teens under eighteen, cancellations will only be accepted by parents/guardians.
8. **For out of network claims:** The parent or guardian is responsible for all fees for service. Information necessary to arrange for reimbursement by a third party (i.e. – procedure codes for the insurance company) will be provided as part of the billing statement. The bill can then be submitted directly by the parent/guardian to the insurance company. For out of network claims, parents should arrange for reimbursement to go directly to the parent/guardian. Checks or payments received by this office from insurance networks on out of network claims will be returned to the insurance company.
9. Outstanding balances of more than ninety (90) days will be referred for collections action. The provider will also provide pretermination counseling and a referral to another provider if indicated.
10. For children and adolescents seen by an in-network provider, reasonable efforts will be made to solicit payment from your insurance company. Provider services that are not paid by the insurance company will be directly billed to the parent or guardian.

Please do not hesitate to speak to your child's clinician about these policies and procedures. You may also call the Practice Manager at (845) 787-1323.

Attestation:

I have read and understand – and agree to comply with - the billing policies of the Hudson Valley Center for Development.

Signature of Parent/Guardian

Print Name of Parent/Guardian

Print Name of Child/Adolescent

Date