

## Payment Policy

Payment for the session is due at time of session. Payment is also due before the session may begin. Payment is accepted in cash or check format. A receipt will be issued at the time of payment. It is the responsibility of the caregiver to seek reimbursement for costs from their insurance company. Evaluations, progress notes, and necessity statements will be provided upon request for assistance with insurance reimbursement. Payment is accepted at the following intervals: each session, weekly, bi-weekly, monthly, bi-monthly, or quarterly. If multiple payments will be made then payment is required at the beginning of the first session. Sessions will be tracked by S.M.I.L.E.S., Inc. In the event a session was missed with proper notification per the cancellation policy, then the amount will carry forward. If payment is not presented at the beginning of the session, then the session may not be conducted. If payment is not remitted in a timely manner then retrieval of payment will be turned over to a collection agency.

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Caregiver

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Date

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Patient

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Witness

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Date