

# Chris Jansen-Yee, PsyD & Associates P.C.

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Chris Jansen-Yee, PsyD  
Licensed Psychologist

Dena Jansen-Yee, MA, LLP  
Limited Lic. Psychologist

Larry Alderink, MA, LLP  
Limited Lic. Psychologist

Robin Barris, MA, LLP  
Limited Lic. Psychologist

Susan Pavlik, MA, LLP  
Limited Lic. Psychologist

Welcome to our psychology practice! The following is a summary of our charges, billing and office policies.

## PUNCTUALITY AND ATTENDANCE

It is your responsibility to keep and be on time for your appointment. If you are late, you will be seen for the remaining time that you have left of your appointment hour, however you will be billed for the full session. If you miss an appointment or cancel **LESS THAN 24 HOURS** in advance, your psychologist may charge you \$50. This is not billable to your insurance. This is not a penalty, but rather your payment for the time reserved exclusively for you.

## COST OF TREATMENT

Initial evaluation sessions are for a 50 minute hour and are billed at \$200 for Chris Jansen-Yee, PsyD & Associates, P.C. Charges for subsequent psychotherapy sessions are \$150 for the standard 50 minute session with Dr. Jansen-Yee, and \$100 per session for Dena, Larry, Robin, and Susan, who are limited licensed psychologists (LLP's). Charges are adjusted to the *allowable amount* by insurance.

Psychological testing services are billed at \$200 per hour, including activities such as records review and report writing. There are extra charges for ADHD testing with the TOVA, and for the MMPI or similar tests; this is to offset the vendor costs for computer scoring and interpretation of these tests. Court testimony, expert witness, and depositions are billed at \$300 per hour. Form completion for work release, FMLA, and disability are billed at \$25 per form. Phone consultations are billed at a rate of \$30 per 15 minutes / \$120 per hour. Phone consultations are billed to the patient/guarantor and are generally not billable to your insurance unless prior arrangements are made.

## INSURANCE BILLING

You will be billed for the appropriate co-pay amount if you are using insurance that we accept. We are participating providers for most West Michigan insurances, meaning that the actual cost of services is limited to the *allowable amount* by the insurance company. Co-pays are due and payable at the time of service. We submit claims to your insurance company as a courtesy; however, you are responsible for all fees if your insurance does not cover your services for any reason. Common fees are annual deductibles, co-pays and coinsurance. Insurance companies state coverage for psychologists' services under "Outpatient Mental Health". Please familiarize yourself with your policy benefits by calling the number on the back of your insurance card. We will help you with payment and insurance questions. If any checks or payments are returned for non-sufficient funds, you will be charged our bank's fee.

## INSURANCE RELEASE OF INFORMATION AND AUTHORIZATION

I hereby authorize the exchange of only relevant clinical information such as diagnosis, and procedure codes between my clinician and my insurance company. HMO's usually demand a little more information to pre-authorize services. Only in the event that I fail to pay my bill, I also give permission for the release of necessary identifying and financial information to a collection agency.

I hereby authorize my insurance benefits to be paid directly to Chris Jansen-Yee PsyD & Associates P.C. Any insurance payments sent directly to me will be signed over to Chris Jansen-Yee PsyD & Associates as payment for services. I acknowledge and understand that I am responsible for payment of services regardless of whom the insurance check is issued to.

## ACKNOWLEDGEMENT

Should you have any questions or concerns about either your psychological services, or our billing practices, please let your clinician know. We will make every effort to resolve any complaints with you. Should concerns remain, you may file a complaint through the Michigan Department of Community Health, Bureau of Health Professions, Health Regulatory Division, P.O. Box 30670, Lansing, MI 48909-8170. Phone: (517) 373-9196.

## I AGREE TO THE ABOVE TERMS OF SERVICES:

\_\_\_\_\_  
Adult Client's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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