

Hallowell Center, P.C

144 North Rd Suite 2450
Sudbury, MA 01776
978-287-0810

Revised 11/08

PAYMENT POLICY

This letter describes our payment policy for your treatment at the Hallowell Center, P.C.

Payment is due on the day of your visit.

We will accept cash, checks, or credit card as payment for all visits.

- . Master Card
- . Visa
- . Discover

3. We require a **24 Hour Notice of Cancellation.**

If canceling within a 24 hour period of your appointment, or if you miss an appointment without notice to our office staff, you will be charged for that appointment. Monday appointments must be cancelled by 4 p.m. on Friday.

Services at the Hallowell Center, P.C. are provided on a private-pay basis only.

We do not contract with or send bills to any Insurance Companies .

We require payment for the following additional services.

- . Telephone consultation, is billed in fifteen (15) minute increments at our usual Clinical rates.
- . Completion of disability forms, insurance reports, letters and other forms of written communication are billed in fifteen (15) minute increments at our usual rates.
 - . Legal Consultation: report writing, correspondence and telephone contact for legal actions are billed at **\$200.00 per hour** for all clinicians.
- . Payment in full is requested prior to releasing the prepared letters and reports in legal matters.

You may request one copy of your medical records for yourself in accordance with HIPPA (Health Insurance Portability and Accountability Act) to be provided at no charge. All subsequent copies of record reproduction will cost **(\$60.00)** per copy.

Please sign this policy statement prior to your treatment at the Hallowell Center, P.C., to indicate that you understand and accept these payment policies.

Reviewed and Approved

Signature: _____

Date: _____