

LIFEWORKS PLLC
205 East Union Street
Morganton, NC 28655
Phone: (828) 433-9190

Therapy Information Sheet

Appointment Policy

Our usual office hours are Monday through Friday, 8:30 AM to 5:00 PM. Due to the demand for certain time periods, we cannot always meet your preferred appointment time. We do our best to schedule appointments as conveniently as possible. You are required to give a 24 hour notice when cancelling or changing appointments. As insurance companies do not reimburse for missed appointments, your visit will be billed to you as a “no show”. **Our missed appointment fee is \$50.00 per occurrence.** The provider may discharge the patient after two no show appointments have been documented.

Fee Structure

Insurance

LifeWorks participates with most insurance plans. Our office will file statements with your insurance company and accept payments directly to us. You are responsible for payment of any deductible costs and copayments (“copay”) as determined by your insurance carrier. Your copay will be collected prior to the start of each session with your provider, unless other arrangements have been made with us. In signing this document, you are hereby releasing information from your records to any authorized insurance representatives necessary to process your claim.

Employee Assistance Program

LifeWorks participates with many Employee Assistance Programs (EAP), which may be available to you through your employer. There is no cost to you for these services. You will be notified of the number of possible visits which your company provides. If further sessions are needed beyond the EAP visits, the cost of these sessions then becomes your responsibility. Medication Management services are not covered by your EAP. EAPs also do not cover missed appointments and you will be billed \$50.00 per occurrence.

Self Pay: In the event that you do not have insurance coverage or you choose not to use it, below is our fee structure. (These are also the rates that we bill for insurance).

Initial Intake Evaluation (50-60 minutes): \$135.00

60 minute session: \$130.00

45 minute session: \$110.00

30 minute session: \$55.00

Phone Consultation: Phone calls over 5 minutes may be billed to you at the self-pay rate.

Acknowledgement

I acknowledge that I have read and understand the above policies. I further acknowledge that I am responsible for all fees incurred, not my insurance company.

Signature: _____ Date: _____