



Center for Personal Growth

Owner: Erin M Liebich, Psy.D

Carol Stream, IL 60188

(630) 791-0118 erinpsyd@yahoo.com Fax (630) 708-7654

Client Services Agreement

Welcome to the Center for Personal Growth! This document contains important information about our clinical services and business policies. Please review all the following information carefully as it will represent an agreement between us. You may revoke this agreement in writing at any time. That revocation will be binding on us unless we have taken action in reliance on it, such as:

- (1) if there are obligations imposed on us by your health insurer in order to process claims made under your policy, or
- (2) if you have not satisfied any financial obligation you have incurred.

Please read and initial all of the following sections:

Psychological Services

Assessment and therapeutic services are not easily described in general statements. They vary based upon the client, the provider, and the challenges for which you are seeking services. Psychological services can have benefits and risks. Since they often involve discussing unpleasant aspects of your life, you may experience uncomfortable feelings of sadness, guilt, anger, frustration, loneliness and helplessness. On the other hand, they also have many benefits. Assessment can clarify the origin and nature of one's difficulties and provide valuable treatment recommendations. Therapy can lead to better relationships, solutions to specific problems, and significant reductions in feelings of distress. Psychological outcomes cannot be guaranteed, but we welcome your input to provide the best possible services for each individual.

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Professional Fees

Fees for professional clinical services **per 45-60 minute** unit at the *Center for Personal Growth* are as follows: **Dr. Erin M. Liebich PsyD, LP:**

Dr. Danielle Tipping, PsyD And Dr. Christy McElroy, PsyD (*Billing Provider is Erin Liebich, PsyD., LP*)

Intake Session (diagnostic interview)	\$175.00
Individual Psychotherapy	\$125.00-\$175.00 (<i>45minutes-1hour</i>)
Family/Couples Therapy	\$125.00
Neuropsychological Testing	\$225.00 (<i>per unit</i>)
Psychological Testing	\$225.00 (<i>per unit</i>)
Crisis Intervention	\$150.00
Life Coaching	\$125.00
Career Counseling	\$80.00
Career Assessment	\$150.00
Court Appearances	\$300.00
Case Management	\$40.00
*Interactive Complexity Add-on	\$16.00



Center for Personal Growth

Self-Pay / Lower-Fee Necessary based on income level (approved by Dr. Erin Liebich)

Solo Master’s-level Interns or Pre-Doctoral externs supervised by Dr. Liebich:

Intake Session (diagnostic interview)	<i>Sliding Scale</i>
Individual Therapy (53+ mins)	\$25.00
Family/Couples Therapy	\$25.00
Neuropsychological Testing	\$50.00/hr
Psychological Testing	\$50.00/hr
*Interactive Complexity Add-on	\$16.00
Feedback Session	<i>Sliding Scale</i>

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**The use of play therapy materials, communication devices, or a medical interpreter.*

Insurance, Billing and Payments

Your health insurance may provide coverage for mental health treatment. You are granting permission for our office to submit claims and other requested on your behalf. Please be aware that you are ultimately responsible for payment of any fees. It is highly recommended that you be proactive and call your insurance company’s customer service department at the toll-free phone number listed on your insurance card to find out exactly what your particular plan covers for mental health treatment. Some insurance plans require prior authorization of mental health services and may limit the number of sessions that will be covered per authorization or per calendar year. We will work with you and your insurance carrier to obtain authorizations when necessary.

Payment will be collected at each visit for any copays, coinsurance, or deductible amounts as determined by your insurance plan.

Estimated amount for 20% Coinsurance (We calculate Accordingly based on your coinsurance percentage)

Intake/Initial Therapy Session	\$12.00
Individual Therapy (16-32 mins)	\$5.00
Individual Therapy (33+mins)	\$10.00
Family/Couples Therapy	\$10.00
Individual Therapy (53+ mins)	\$12.00
Neuropsychological Testing	\$13.00/unit
Psychological Testing	\$13.00/unit

In the event that your insurance company allows a higher amount, you will be asked to pay the difference before your next appointment.

If you have a high deductible, payment is expected at time of service. Your responsibility will be equivalent to the highest allowable amount for the services provided by all major insurance companies. In the event that your insurance company allows a lower amount, you will be offered a refund of the difference or a credit to your account.

Estimated amount for High Deductible (If you have not yet your yearly deductible)

Intake/Initial Therapy Session	\$65.00
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Individual Therapy (33+mins)	\$40.00
Family/Couples Therapy	\$40.00
Individual Therapy (53+ mins)	\$50.00
Neuropsychological Testing	\$50.00/unit
Psychological Testing	\$50.00/unit

If you do not have insurance coverage for mental health treatment, payment for the full session rate will be collected at each visit. Please notify us if you need to arrange a payment plan or to request a fee adjustment due to financial hardship. **Any account balances remaining unpaid for more than 60 days without an approved payment agreement on-file will be considered delinquent.** In the event of account delinquency, we have the option of using legal means to secure payment. This may involve a collection agency or other legal action, which would then require us to disclose otherwise confidential information. Collection Agency:

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Cancellations, Missed Appointments, and Termination of Services

Our scheduled time together is valuable to our clinicians and reserved for you, for however you want to use it. If you need to cancel or reschedule an appointment, please be sure to give at *least 24 hours of advance notice*. Each cancellation or missed appointment without 24-hour advance notice will be billed as a **\$25 fee for the first three (3) missed/late cancel appointments per year and a \$75 fee thereafter. This fee is not billable to your insurance carrier.**

In the event that you have **3 consecutive missed or cancelled appointments or excessive cancelling and rescheduling following discussions of this pattern with your therapist**, this will **terminate your Client Services Agreement**. You will receive written notification, sent by certified mail, to your preferred mailing address. You will still have access to clinical services at the Center for Personal Growth for 30 days after receiving a termination-of-services letter in order to assist you in transitioning to a new mental health provider of your choice. Termination of services with one provider at the Center for Personal Growth will be applicable for services with all other providers affiliated with the Center for Personal Growth unless a new service agreement is made.

Termination of services will also occur in the event of account delinquency greater than 60 days as described in the Insurance, Billing, and Payments section of this document. Termination for account delinquency will follow the same notification procedure and access to care provisions specified for termination due to consecutive missed appointments without 24-hour advance notice.

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Contacting Your Clinician

Due to the timing of our sessions, we are not always personally available by phone. When we are in session with a client(s), all calls are answered by the office manager or our secure voicemail. Every effort will be made to return your call within 24 hours, with the exception of weekends and holidays. If you are in an emergency situation and cannot reach us, please contact 9-1-1 or go to the nearest emergency room.



If your clinician will be away for an extended length of time, you will be provided with a colleague's contact information if necessary.

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Services to Children and Adolescents (for parents of client)

Assessment and therapy are most effective when "a zone of privacy" exists between the client and the therapist. Children and adolescents need to feel free to express problems with the trust that these details will not be shared outside of the therapy room. In Illinois, adolescents ages 12 years and older have the right to revoke or restrict parental access to medical records. At Center for Personal Growth, we ask that all parents agree not to request access to their child's private session records to ensure that the therapist and child is able to establish a trusting relationship. In return, your provider agrees to discuss with you any relevant information that would ensure your child's safety and promote his/her therapeutic goals.

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Email, Text, and Social Media

Center for Personal Growth uses email communication and text messaging only with your permission and only for administrative purposes unless you have made another agreement with your provider. That means that email exchanges and text messages with this office should be limited to things like setting and changing appointments, billing matters and other related issues. Please do not email or text about clinical matters because email and text are not secure methods of contact. If you need to discuss a clinical matter, please feel free to call and leave a message for your provider so you can discuss it on the phone or wait so you can discuss it during your therapy session. The telephone or face-to-face context simply is much more secure as a mode of communication.

Providers and office staff at Center for Personal Growth do not communicate with, or contact, any clients through social media platforms like Twitter and Facebook. In addition, if we discover that we have accidentally established an online relationship with you, we will cancel that relationship. This is because these types of casual social contacts can create significant security risks for you.

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CLIENT Name PRINT

Date of Birth

Your signature below indicates that you have read this agreement and agree to abide by its terms during our professional relationship.

Responsible Party Signature

Date

Responsible Party Name PRINT

