

Montana City Counseling

Michael A Emerson, Ph.D.

Office Policies:

Montana City Counseling Center is an association of therapists who are not partners. Each therapist maintains an individual professional practice. Professional treatment and care is the sole responsibility of each individual therapist. Each therapist's treatment is completely confidential.

To schedule an appointment, please contact Dr. Emerson's office Tuesday through Friday, from 9 a.m. to 5 p.m. After hours, or if the number is busy, please leave your Name and Number so we can call you back and schedule your appointment as soon as possible.

Please arrive 10-15 minutes before your appointment. If you are unable to keep your appointment, kindly give 24 hours notice. Otherwise, a charge may be made for time reserved.

All of your medical records will be held in strict confidence as mandated by privacy regulations of federal law, HIPAA, 1996.

Fee Schedule:

Short therapy sessions are usually 45 minutes. *Standard therapy sessions are usually 60 minutes.* Therapy hours are billed at standard insurance code rates. Longer sessions will be charged, accordingly, in 15-minute increments.

There may be a charge of the regular hourly fee for cancellations or "no shows" unless the Office is contacted 24 hours in advance. Exceptions can be made in cases of emergency. Insurance cannot be billed for this charge.

Extended telephone contacts with Dr. Emerson will be billed at the same Short Therapy or Standard Therapy rate. Customary and Standard Blue Cross / Blue Shield rates will be accepted when properly authorized or pre-certified.

Insurance Coverage: Our billing staff will submit claims to your insurance company for all services you receive unless other arrangements have been made. Deductibles, co-pays or patient portion are due at the time of service. If this policy presents an undue hardship to you or your family now or at any time in the future, please feel free to discuss your situation with Dr. Emerson and other arrangements can be made.

Court Appearances: Time spent as an expert witness will be billed at a \$250.00 hourly rate. Time preparation for court will be billed at the customary hourly rate. Associated fees and evaluations/assessments are not subject to insurance billing. Arrangement for payment of fees must be made prior to services.

Consultations: Consultation with schools, lawyers, family members, or with other professionals will be billed at the customary hourly rate and is not subject to insurance billing.

Messages:

Messages can be left through our voicemail system. Please leave a number that you can be reached as well as a short message. Your call will be returned as soon as possible.

After-Hour and Weekend Emergencies:

Please contact your Primary Care Physician or Contact your closest Emergency Room for evaluation medical services.

Signature: _____ Date: _____