



**Fowler and Tidwell Counseling
and Jenai Tidwell, LPC**
7660 Woodway Drive Suite 585
Houston, TX 77063
Office: 832-831-8379 Fax: 832-831-8388

Authorization to Bill Insurance and Credit Card Information

As a courtesy, Fowler and Tidwell Counseling and Jenai Tidwell, LPC, PLLC will bill your insurance company, HMO, responsible party, EAP, or third-party payer for you if you wish. In the event you have not met your deductible, the full fee is due at each session until the deductible is satisfied. Most insurance plans require a diagnosis as part of filing a claim. This diagnosis will be discussed with you prior to providing a statement. If your insurance company denies payment or does not cover counseling, we request that you pay the balance due at that time. You also understand and accept that you are fully responsible for all non-covered fees, including, but not limited to, co-pays, denied coverage of previous sessions, denied coverage of future sessions, and untimely cancellation/no show fees.

Please provide the information below for billing purposes:

Client's Name: _____ Client's Birthday: _____

Policy Holder: _____ Policy Holder's Birthday: _____

Policy Holder's Home Address: _____

City: _____ State: _____ Zip Code: _____

Policy Holder's Employer: _____

Policy Holder's Employer Address: _____

City: _____ State: _____ Zip Code: _____

Insurance Company: _____ Insurance Provider Phone Number: _____

Member ID#: _____ Group#: _____

Payment in the form of a debit or credit card is due at the beginning of each appointment. You agree that you are responsible for all charges for services provided by Fowler and Tidwell Counseling (Jenai Tidwell, PLC), PLLC to the client, although other persons or insurance companies/EAP's may make payments on your account.

The fee schedule is defined below. Fowler and Tidwell Counseling and Jenai Tidwell, PLC, PLLC reserves the right to change any of the fees below.

❖ **Individuals/ Family or Couples**

- Initial Session – \$130.00 for 50 minute session
- Regular Sessions – \$130.00 for 50 minute session
- Overages – Clients may be charged for extended sessions
- LPC-Associate Session-\$60 per 50 minute session

❖ **Groups**

- Initial visit – cost and duration of sessions vary by group topic
- Regular visits – cost and duration of sessions vary by group topic
- Overages – Clients may be charged for extended sessions

Contact Information of Financially Responsible Party:

Name: _____ Date of Birth: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Relationship to Client: _____

Fowler and Tidwell Counseling and Jenai Tidwell, PLC, PLLC accepts Visa, MasterCard, American Express and Discover credit cards. This credit card number is required to be on file by Fowler and Tidwell Counseling and Jenai Tidwell, PLC, PLLC in order to hold appointments. A missed session is a session where the client cancels the session with less than 24 hours notice or does not arrive to the session. **If a client cancels with less than 24 hours notice or fails to arrive at the appointment, the credit card on file will be charged \$85.00 for the missed appointment with an LPC and the hourly cash rate for a missed appointment with an LPC-Associate.**

Name on Credit Card: _____

Credit Card Type (circle one): Visa MasterCard Discover

Credit Card Number: _____ Expiration Date: _____

CVC Code: _____ Billing Zip Code: _____

After 60 days any unpaid balance will be charged 1.5% interest a month (18% APR). If after 90 days the fees are still unpaid within the above terms, the client's account may be turned over to a collections agency. In the event that an account is overdue and is turned over to a collections agency, the client or responsible party will be liable for any fee charged to our office to collect the debt owed.

Quoted Benefits:

For your convenience, Fowler and Tidwell Counseling and Jenai Tidwell, PLC, PLLC has been quoted the benefits listed below by your insurance company/EAP. It is understood that quoted benefits do not guarantee payment. It is also understood that all non-covered fees or charges will be the responsibility of the client or responsible financial party listed above. Any changes to insurance/ EAP/ or third-party payer must be conveyed to Fowler and Tidwell Counseling and Jenai Tidwell, PLC, PLLC within a timely manner.

Mental Health Insurance Company: _____

Person spoke to, date, and time of call: _____

Amount Remaining on Deductible: _____

Effective Date of Policy _____

Max Payable Per Session _____

Dr.'s Referral needed _____

Percent Coverage _____

Copay _____

Max Payable per calendar year _____

CPT Codes 90791 90837 90847

of Sessions Authorized _____

Precertification ID # _____

I understand and agree that I am responsible for all charges incurred on behalf of _____, the client of Fowler and Tidwell Counseling (Jenai Tidwell, LPC), PLLC. I consent for my credit card information to be kept on file. I will provide notice in writing if I no longer want charges to be billed to this credit card and/or if the billing party has changed. I have read and understand all the above information.

Financially Responsible Party's Signature

Date