

THE COUNSELING SOURCE, INC. POLICY AND PROCEDURE

TITLE: Financial Planning and Management – Fee Structures

PURPOSE: To ensure the establishment and maintenance of a fee structure that is communicated, in writing, to persons served.

POLICY: The Counseling Source will develop and maintain a fee structure that will be reviewed on an annual basis. The fee structure and out-of-pocket cost for services will be clearly communicated to persons served prior to the delivery of services in non-emergent situations.

PROCEDURE:

- The Executive Director will review the fee schedule on an annual basis to determine the need for adjustments. The fee schedule (private charges) will be based on the market rate for mental health counseling services. A sliding fee scale will also be maintained for clients who qualify based on limited income and no insurance coverage. Please see policy, “Accessibility.”
- Prior to the initiation of services, the client will be made aware of the out-of-pocket costs for services, in writing, on the “Consent for Evaluation and Treatment Fee Agreement and Insurance Authorization Form.”

REFERENCED STANDARDS AND REGULATIONS:
CARF Behavioral Health Standards Manual

EFFECTIVE DATE: 5/15/2006

REVIEWED DATE: February 2018

David F. Turner, Ph.D., Executive Director