

The Center for Well Being

3220 Krameria Street, Denver, CO 80207

(703) 328-5891 ~ email: jane.ashley1@verizon.net ~ website: janeashleycwb.com

General Information

Please keep this for your records.

Hours: Appointment times are arranged with individual therapists.

Cancellations: Continuity is crucial to the effectiveness of the services you receive. You will be charged for appointments you do not cancel at least 48 hours in advance. Monday appointments must be cancelled by noon on the preceding Saturday. It is important to note that insurance companies do not pay for missed sessions.

Psychotherapy Services

Sessions: Individual therapy sessions are generally 50 minutes in length (one “therapy hour”). We can arrange for longer sessions (e.g., 75 minutes in length or “1½ therapy hours”).

Fees: Hourly rates are \$150. For 1 1/2-hour sessions, the rate is \$175. Payments are to be made at the time of each session. Clients are responsible for contacting their health insurance providers to determine whether their sessions are covered. Clients agree to pay all co-pays and/or coinsurance required under their insurance plans.

Contacting Therapist: The best way to reach your therapist is by text or email.

Weather emergencies/cancellations: Email or text to find out if we are canceling sessions. We follow cancellation policies for area schools.

Privacy and Ethics: We adhere to principles and standards of the State of Colorado Department of Regulatory Affairs, and the American Counseling Association. The services you receive are confidential and your written permission is required for the release of any information about you. Possible exceptions, as specified by law, include situations of clear and imminent danger to yourself or another person, child or elder abuse or neglect, and court order.

Discontinuing Service: Ending is an important part of the therapeutic process. Please discuss with your therapist any plan or desire to discontinue therapy.

Financial Policies

Payment is expected at the time of services and may be made by cash or check. If you will be using insurance for sessions, please read the Payment by Insurance Carrier section below and complete the insurance information form. Missed appointments that are not cancelled at least 48 hours in advance will incur session charges and will be added to your account.

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Payment by cash: Payments may be made in cash to the therapist at the time of the service. Receipts will be provided upon request.

Payment by check: Checks should be made out to The Center for Well Being, and given to the therapist at the time of the service. A return check fee of \$25 will be charged for all returned checks.

Payment by insurance carriers: Your insurance plan is a contract between you and your insurance carrier for specific medically necessary services. You are responsible for understanding your insurance policy (deductibles, co-payment, co-insurance, and covered services). You may be financially responsible for services deemed as not medically necessary by your insurance carrier. In order for services to be covered, your therapist will need to provide the insurance carrier with a mental health diagnosis.

The center will generate insurance claims for insurance plans with which we are affiliated as preferred providers. Ask us to find out which plans are included. In order to have the center send an insurance claim to your insurance carrier, you must complete the insurance information form.

Please keep a copy of this form for future reference.

Revised 11/1/2018