

Sekou Jones, MSN, PMHNP - Calm Clarity Mental Health
7955 E Arapahoe Ct, Suite 3400, Centennial, CO 80112-6829
(303) 898-2267 phone (720) 287-3666 fax office@calmclaritymh.com

OFFICE POLICY

(Effective May 15, 2021)

FEES

Appointment type:	Fees:
Intake appointment (90 min)	\$350
Follow-up appointment (55 min)	\$210
Expedited refill request fee (<i>2 business days or less</i>)	\$50
Reports, consults, other clerical matters (per hour)	\$180
Phone call rates (per hour)	\$180

PAYMENT

Full payment for services is due at the time of service.

ACCEPTED METHODS INCLUDE: HSA or FSA cards, credit / debit cards, cash or checks. A **\$25 fee** shall apply to all returned checks. Any client with a balance thirty (30) days or more past due is subject to late fees and suspension of treatment until the bill is paid.

INSURANCE: Calm Clarity Mental Health (CCMH), the office of Sekou Jones, is not currently “in-network” with any commercial health insurance companies. Clients are solely responsible for communicating with their insurance companies regarding any applicable out-of-network benefits, policy restrictions or reimbursement protocols. Regardless of insurance coverage, **clients must pay all fees at the time of visit.** Any eligible reimbursement would then be paid directly from the insurance company to the client. CCMH can supply any necessary documentation to assist the client’s submission for reimbursement.

POLICIES

CANCELLATION POLICY: In the interest of honoring each client’s time and all our clients’ needs, we ask that you please contact our office **at least 24 hours ahead of time on the prior business day** if you need to cancel or reschedule your appointment. Clients will be billed the full visit fee in the event of missed appointments or late cancellations.

FOLLOW-UP APPOINTMENTS: A **fee of \$180 per hour** shall be billed. Therapy and medication management, and therapy-only appointments are now combined under one designation, “follow-up appointment”. Both types of services are available.

PRESCRIPTION REFILLS: You must have been seen within the last three (3) months to receive a refill. Bridge refills will not be provided unless a follow-up appointment has been scheduled and will only be provided for up to 15 days.

EXPEDITED REFILL REQUEST FEE: Refill requests needed within two (2) business days, or less, constitute an “expedited request.” We cannot guarantee all requests can be filled within the given timeframe. Expedited refill requests must be submitted via your patient portal.

Sekou Jones, MSN, PMHNP - Calm Clarity Mental Health

7955 E Arapahoe Ct, Suite 3400, Centennial, CO 80112-6829

(303) 898-2267 phone (720) 287-3666 fax office@calmclaritymh.com

REPORTS, CONSULTATIONS, OTHER CLERICAL MATTERS: A fee of **\$180 per hour** shall be billed for clinician time beyond scheduled appointments for official reports, forms, professional consultations, or other client requests. Clients will be advised beforehand if such fees may apply.

PHONE CALLS: Phone calls that are not part of a patient appointment will be billed **\$180 per hour**. There are no exceptions to this policy.

PATIENT RIGHTS: You are entitled to be highest quality of psychiatric care available. Psychotherapy is a joint undertaking, with rights and responsibilities shared by both the patient and the provider. I am always interested in responding to whatever questions, concerns, or feelings you may have regarding your care.

Over time, these office policies may be adjusted. Clients will be informed of any changes and may obtain an updated copy of office policies at any time.

RELEASE AND STATEMENT OF RESPONSIBILITY

- 1) I have read and understand the above information.
- 2) I agree to be terms of the office payment and cancellation policies.

SIGNATURE: _____ DATE: _____

NAME: _____