

Suzanne D. Heffner Counseling, LLC  
Licensed Clinical Marriage & Family Therapist

8575 W 110<sup>th</sup> Street, Suite 304  
Overland Park, KS 66210

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Fax: 913.345.9335

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### Financial Policy

It is my desire to provide you with excellent professional counseling. My fees are set in accordance with the fair market professional psychological treatment in the Kansas City Metropolitan area. Fees are based on a 50 minute session.

**Payment is required at the time service is rendered.** I accept cash, checks, credit, and debit cards. There will be a \$30.00 charge for returned checks.

Clients who carry health insurance should remember that professional services are rendered and charged to the client and not to the insurance company. I do not file insurance claims. However, I would be happy to supply you with the necessary documentation for you to submit your claim to your insurance company. This includes my name, credentials, date of service, type of service, fee, and diagnosis code.

In the event that you are unable to keep a scheduled appointment, **24 hour notice is required**, except in an emergency situation. **If I do not receive 24 hour notice you will be charged and liable for the full visit fee.** This fee will need to be paid at the next appointment.

If you have questions regarding my policy or other matters, please feel free to discuss them with me.

I have read and understand the above policies, therefore, by signing below I agree that I am responsible for all applicable charges.

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Signature of Responsible Party

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Date