

# Neurodevelopmental Institute of New Hampshire

*Optimizing Potential Throughout the Lifespan*

*www.ninhllc.com*

Client Name:		Date of Birth:	
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## Financial Policy

The staff at Neurodevelopmental Institute of New Hampshire, LLC (NINH) are committed to providing caring and professional mental health care to all of our clients. As part of the delivery of mental health services, we have established a financial policy which provides payment policies and options to all consumers. The financial policy of the clinic is designed to clarify the payment policies as determined by the management of NINH.

The person responsible for making payments on the account is required to sign the form, *Payment Contract for Services* which explains the fees and collection policies of the clinic. Your insurance policy, if any, is a contract between you and the insurance company; we are not part of the contract with you and your insurance company.

As a service to you, NINH will bill insurance companies and other third-party payers, but can not guarantee such benefits or the amounts covered, and is not responsible for the collection of such payments. In some cases, insurance companies or other third-party payers may consider certain services as not reasonable or necessary, or may determine that services are not covered. In such cases the person responsible for making payments on the account is responsible for payment of these services. We charge our clients the usual and customary rates for the area. Clients are responsible for payments regardless of any insurance company's arbitrary determination of usual and customary rates.

The person responsible for making payments on the account (as noted in the *Payment Contract for Services*) will be financially responsible for payment of such services. The person responsible for making payments on the account is financially responsible for paying funds not paid by insurance companies or third-party payers after 60 days. Payments not received after 120 days are subject to collections.

Insurance deductibles and co-payments are due at the time of service. Although it is possible that mental health coverage deductible amounts may have been met elsewhere (e.g., if there were previous visits to another mental health provider since January of the current year that were prior to the first session at NINH), this amount will be collected by the clinic until the deductible payment is verified to the clinic by the insurance company or third-party provider.

All insurance benefits will be assigned to NINH (by insurance company or third-party payer) unless the person responsible for making payments on the account pays the entire balance each session.

Clients are responsible for payments at the time of services. The adult accompanying a minor (or guardian of a minor) is responsible for payments for the child at the time of service. Unaccompanied minors will be denied non-emergency services unless charges have been preauthorized to an approved credit plan, credit card, or payment at the time of service.

Missed appointments or cancellations less than 24 hours prior to the appointment are charged at a rate noted in the *Payment Contract for Services*.

Payment methods include cash, check and credit card. Clients using credit cards may either use their card at each session or sign a document allowing the clinic to automatically submit charges to the credit card after each session. All payments, including recurring credit card payments, must be made using a payment envelope.

77 Pearl Street, Manchester, NH 03101 | Phone: 603-621-9870 | Fax: 603-621-9875  
603 Main Street, Gorham, NH 03581 | Phone: 603-215-6482 | Fax: 603-215-6658

Update 01/30/2020

Please call our office at 603-621-9870 if you have questions regarding the financial policies. I (we) have read, understand, and agree with the provisions of the Financial Policies.

Client Signature/Date: \_\_\_\_\_

Parent/Guardian 1 Name: \_\_\_\_\_

Parent/Guardian 1 Signature/Date: \_\_\_\_\_

Parent/Guardian 2 Name: \_\_\_\_\_

Parent/Guardian 2 Signature/Date: \_\_\_\_\_