

## **BILLING AND FEES: NORMAL WORKING HOURS : MONDAY-FRIDAY 9AM TO 5 PM**

**All time is invoiced at a rate of \$300 per hour, (\$450 outside working hours).**

- Initial evaluations for geriatric patients are scheduled for 2.5 hours, with a cost of \$750. (\$1125 outside normal working hours and weekends)
- Initial evaluations for complex adults up to 65 years old are scheduled for 2.0 hours with a cost of \$600.00. (\$900 outside normal working hours and weekends)
- Initial evaluations for younger adults are scheduled for 1.5 hours, with a cost of \$450 (\$675)
- **Overtime charges will be applied if the evaluation exceeds the allocated time by 15 minutes or more.**

## **TRAVEL FEES: NORMAL WORKING HOURS**

- Travel fees are also billed at a rate of \$300 (\$450 outside working hours) per hour.
- Every effort is made to schedule house calls in the same neighborhood on the same day, although it may not always be feasible.
- Fees for house calls are divided among all visits based on the distance.
- To determine your specific travel fee rate, please contact me directly.
- Rates are calculated from my office in Woodinville, except for locations west of that, which are calculated from my home office in Bothell.

## **FOLLOW-UP VISITS: NORMAL WORKING HOURS**

- Follow-up visits are initially scheduled for 1 hour.
- If the first few visits require more or less time on average, I will adjust the duration and cost accordingly.
- Occasional variations in the length of visits will not lead to adjustments in scheduled time and fees.
- If you have a preference for the length of the visit, please discuss it with me in advance.

## **TIME BETWEEN VISITS: NORMAL WORKING HOURS**

- Time between visits, including phone calls, texts, emails, and paperwork, is tracked and billed based on the hourly rate per minute depending on normal or outside working hours, which will be billed time and half hourly.
- Minimal time intervals (e.g., 1-2 minutes) between appointments will not be charged.

**INVOICING AND PAYMENT:**

- Invoices are typically emailed shortly after the appointment. If you prefer regular mail, please notify me in advance.
- Preferred methods of payment include credit cards, debit cards, or e-checks.
- With your authorization, I can set up automatic account recharge for future visits.
- You have the option to review each invoice before authorizing payment.
- Checks can be sent by mail to my office address.
- Balances overdue by more than 30 days will be subject to a monthly late charge of 5%.

**URGENT EVALUATIONS AND CONTACT: OUTSIDE NORMAL WORKING HOURS**

- Urgent evaluations scheduled on weekends or evenings will be invoiced at one and a half times the regular rate.
- Other urgent contacts during weekends and evenings will be billed at the standard rate.
- Travel fees for weekend evaluations are calculated from my home office in Bothell.

**CANCELLATION AND RESCHEDULING:**

- To cancel or reschedule office appointments, notice of at least **two business days** is required.
- House calls require notice of **one week for cancellation** or rescheduling.
- Failure to provide timely notice will result in **full charges, including travel fees, for missed appointments or late cancellations.**
- If there is a pattern of cancellations, even if not late, or repeated missed appointments, it may result in discontinuation of services.

**Please sign and return this form.**

Name \_\_\_\_\_ Place \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_