BARTH & ASSOCIATES
Treatment with dignity & respect

Toll Free!
1 (877) 457-5657

FAILED APPOINTMENT POLICY &
FINANCIAL COMPLIANCE POLICY

Revised date: March 14, 2022

The goal of Barth Clinic is to provide high-quality, timely care. Rapid access to appointments is important to you and your counselor. If you find that you will not be able to keep your appointment, please let us know as soon as possible. At a minimum, we need to be notified 48 hours (or two weekdays) before your appointment. This gives us enough time to find another patient who can use the appointment.

Unfortunately, there are patients who don't show up for their appointment or cancel their appointment with very short notice. Because of this, we have the following policy:

You will be charged a $45.00 non-refundable fee that must be paid <u>before</u> your next appointment will be scheduled and all future appointments will be cancelled if one of the following happens:

- **You don't show up for your appointment.**
- **You cancel your appointment with less than 48 hours (or two weekdays) notice.**

Your insurer will not pay this fee. It will not be applied to your bill; it is a separate charge that you will be responsible for. You will be charged this fee for each missed appointment or late cancellation.

In addition, if you arrive late to your appointment, it is possible that we will not be able to see you that same day. Late arrivals force following appointments to run late for patients who do arrive on time.

Barth Clinic is a private, for profit clinic offering complete substance abuse services. We operate solely on a fee for service basis. We are fully self-supporting. The exceptional services provided by the staff and family of Barth Clinic are made available by practicing fiscal responsibility. Please be advised, we understand the economic realities of today. We are open and willing to provide services in an open and cooperative agreement with all persons served. We must practice accountability at all levels. We must advise all persons treated at Barth Clinic, all accounts must be satisfied in full prior to any satisfactory completion reports can be forwarded to outside entities; i.e. courts, governmental agencies, institutions or other referring parties.

Barth Clinic is a preferred provider for most private insurance companies, along with the 4 MCO's; Molina, Coordinated Care, Community Health Plan of Central Washington and Amerigroup.

Thank you for the opportunity to be of service.

Print name: _____ Date: _____

I _____ acknowledge receipt of the above referenced policies.
Signature of Patient

If you need to talk with someone about your appointment or account, please call our office at (509)457-5653 or Toll Free at (877)457-5657.