

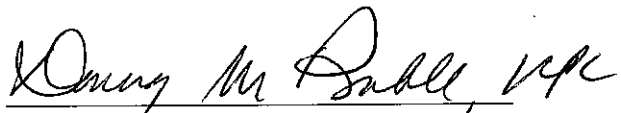
CORNERSTONE BEHAVIORAL HEALTHCARE

FM.2 INFORMING CLIENTS OF FEE FOR SERVICES

Clients and/or their legal guardians will be informed of the fee for services they are to receive and their financial obligation of this fee (i.e., copay), prior to the commencement of such services.

When scheduling the initial intake appointment with the client and/or guardian, Cornerstone personnel shall review the cost of the services to be obtained. The client and/or guardian will “pre-certify” with their insurance company if necessary. Cornerstone personnel will verify insurance information and inform the client and/or his /her guardian of their portion of the bill for which they are financially responsible. Verification of insurance by the insurer is based on insurance information provided by the client and is not a guarantee of payment by that insurer. This process shall be completed prior to the first session for the client. The client and/or their representative will sign appropriate financial documentation. A copy will be kept in the client record.

Cornerstone’s Financial Department will be responsible for the billing and collection of all fees, including insurance reimbursements. Cornerstone internal clinicians will not directly accept cash or checks from the client or the client’s responsible party. Payments will be made to the administrative staff at the clinical office front desk.



3-26-15

Executive Director/Date

Reviewed and revised: 12/13/10; 02/06/15 DAA; 02/25/15 LT