



COMMUNICATION/DOCUMENTATION/COURT: FEE SCHEDULE

PDG Therapeutics provides communications in the form of paperwork or consultation for the following: paperwork (disability/forms/referral paperwork/letters/court summaries etc.), coordination of care with outside agencies, therapists or psychiatrists, legal parties, expert testimony and court documentation. These fees are **NOT** covered by your insurance company and must be paid out of pocket before services and/or documentation are provided. All fees for these services are subject to change, and you must give 14 days' notice in writing when requesting documentation, copies of your records, court documentation, clinical summaries, form completion, consulting with other medical providers, school personnel, etc. We will charge the allowable fees to print your record and must have the request in writing 14 days ahead of time, then you will be notified when you can pick up your record in the office. If you have a secure fax, with your consent, we would be happy to fax your records. Payment is to be made at the Reception Desk before these services are rendered. Cash, checks, money orders and major credit cards are accepted. For check payments, services will not be rendered until checks are cleared through the bank. If your fees are not paid, as outlined above, communications, documentation and court appearances will not take place under any circumstances. Some forms, documents, e-mails and short phone calls can be part of your session because it is therapeutic in nature, but you must give your clinician as much notice as possible, sign any necessary release of information forms (provided at the front desk) beforehand, and have all necessary information (phone numbers, names, fax numbers, addresses and e-mails) with you when you meet with your clinician.

If there are pending court cases that will require a court appearance by a therapist at PDG-T, you are REQUIRED to submit a \$500 retainer for these services 30 days prior to the court date. Failure to do so will result in your clinician not attending or supplying documentation. If a subpoena is issued to PDG Therapeutics, or any of its clinicians, the courts will be informed that you have not paid the necessary fee, which excuses all clinicians from appearing. You are required to give us the date for the court appearance 1 week before the court hearing, and once this has been established your \$500 fee is nonrefundable under all circumstances unless the court is closed. If testimony is required beyond the first day, you will be required to pay \$500 for each additional day, before the clinician attends a consecutive day in court.

30-min. Documentation fee (30 min.-**minimum charge**) for letters, recommendations, disability paperwork, etc.
60-min. Consultation (**minimum is 30 minutes at \$60.00**) with lawyers, school system, counselors, psychiatrists, phone consult with you or your family, and/or outside agencies.

Retainer for 1 day court appearances are due at admission for known pending court cases. Failure to submit a retainer for known court cases will result in discharge and referrals to other mental health professionals. **(1 full day, non-refundable, to include continuances, cancellations or changes in court dates for any reason)**.

X _____
Printed Name

X _____
Client Signature Date

X _____
Therapist/Intake worker signature Date