

## LIFESPRING COUNSELING SERVICES, PLLC PAYMENT POLICIES

- **Payments:** Payments, Co-payments, and Deductibles are **due at the time of service, or within 10 days of receiving a statement.** Accounts past 60 days due without payment arrangements will be subject to collections. Costs incurred by LifeSpring Counseling Services, PLLC (LCS) for recovering account balances will be passed onto the responsible party. **\*There is an additional 25% for accounts being placed with the collections agency.**  
**There is a fee placed on checks returned from the bank for Insufficient funds. This fee is \$35.00.**
- **Appointments:** Cancelled appointments with less than 24 hours' notice or a no-show will result in a \$60.00 charge. Exceptions: personal emergency, illness, increment weather. **This fee is to be paid at the next session or mailed to the LCS office.**

### PAYMENT OPTIONS

You may pay by cash, check, or credit card. **Checks are to be written out to LifeSpring Counseling Services (LCS).** Payments can be mailed to: LifeSpring Counseling Services, PLLC (LCS), PO Box 873, Grass Lake, MI 49240; call in a credit card payment to billing dept. 517-244-6050; pay directly to your therapist.

### INSURANCE

It is the responsibility of the patient to verify benefits and eligibility for outpatient mental health services with their insurance company. Should you have a deductible, payments to LCS are to be made on a weekly basis until the deductible is met.

New Client form, insurance cards, and driver's license are to be emailed to LCS' HIPPA compliant email: [connect@lifespringcounselingservices.com](mailto:connect@lifespringcounselingservices.com). Should your insurance information change it is the responsibility of the patient or parent/guardian to give that information to the therapist.

**Secondary Insurance Cards:** Please be sure that your coordination of benefits is updated with your insurance company. If it is not regularly updated, it will then become the responsibility of the patient to submit personal payment to LCS. The patient will be responsible for submitting the bill to the secondary insurance for their reimbursement. LCS will submit charges to the secondary insurance as a courtesy to the patient. **If the secondary insurance rejects the claim, then the balance becomes the responsibility of the patient.**

### BILLING QUESTIONS

Call 517-244-6050 OR email [connect@lifespringcounselingservices.com](mailto:connect@lifespringcounselingservices.com) with any billing questions.