

Yie-Wen "Yvonne" Kuan, Ph.D.  
Psychologist

Office Financial Policy

Please pay the co-pay or, if you choose not to use your insurance, the full charge of the service before the beginning of each session.

Regarding Insurance

Dr. Kuan accepts assignment of some insurance benefits. It is your responsibility to find out whether your insurance will cover outpatient mental health service, and how much deductible and co-pay you will be responsible for. If you chose to use your health insurance to cover the psychological services, you need to present your insurance card with a photo ID to Dr. Kuan. You will also need to pay the copay when the session starts.

Missed Appointments

The psychological service is charged by time. Please know that when you make an appointment, you request Dr. Kuan to reserve a specific time for you. If you need to cancel the appointment, you need to give a 24 hours advance notice. You may leave a message on Dr. Kuan's voice mail or text her. Fail to do so will result a \$50 charge on you.

Payment

You may pay cash, check or credit card for your copay and deductible. Please have the copay ready before your session starts. Your time is valuable and should not be used for administration task. I also ask that you leave credit card information on file in case of your failure to notify a missed appointment or a missed payment.

For minors who have parents separately pay the counseling cost, I need each parent to sign the payment agreement.

Not Using Insurance

For those people who decide not to use insurance, Dr. Kuan will give them a professional discount for their service. This is a professional appreciation from Dr. Kuan for saving her time in dealing with the health insurance company and the paperwork.

*Please let Dr. Kuan know if you have any concerns or questions regarding this. Your signature below indicates that you have read and agree to this policy.*

X \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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