

## STEPPING STONES COUNSELING CENTER, LLC

**Business Hours:** Office hours are 9am to 5pm Monday through Friday. Individual therapist hours vary as therapists offer evening hours. Stepping Stones Counseling Center, LLC has a voice mail system. In case of an emergency, please contact Aspiris Behavioral Health Services, Wausau Hospital, 847-2121, North Central Health Care, 846-2000 or St. Clare's Hospital, Ministry Health Care at 393-3000.

**Appointments:** Standard therapy sessions are 45-50 minutes in length. If it is necessary to cancel an appointment, please notify the office **at least 24 hours prior** to the scheduled appointment, so an attempt can be made to offer this time to another client. There will be a charge of \$50 for late cancellations and missed appointments. Exceptions to this policy may be made at the discretion of the therapist.

### **Fees:**

	<u>Initial Session</u>	<u>Regular Session</u>
Psychotherapist (Master's Level)	\$225*	\$150
Licensed Psychologist	\$255	\$175

Longer sessions arranged between client and therapist will be billed proportionally (for example 90 minute sessions at \$150 per hour = \$225.00). There will be a separate charge for testing or additional assessments necessary for your treatment. You will be billed monthly. **Any balance over 60 days, regardless of insurance status, will be due and payable in full upon receipt of the statement.**

### **Insurance**

Please contact your insurance company and/or employer to verify coverage of services provided at Stepping Stones Counseling Center **prior to your first appointment.** Although many insurance companies cover our services, we can make no guarantee any particular company will provide payment. We will submit claim forms to insurance; however, you will be responsible for all charges left unpaid after 60 days. If you do not have insurance coverage, or if your insurance coverage does not cover this service, payment is due at the time service is provided unless other arrangements are made in advance. **Co-payments are due the day of the appointment.**

Legally, we are required to bill you for any amount your insurance does not pay for as a result of your deductible not being met or your co-payment. If you are not able to pay the full amount, you can make a financial agreement with your therapist for an amount that you feel you can afford. Accounts that are not paid on a regular basis may incur a billing fee and/or interest.

Your therapist can assist you with any questions you may have regarding our billing or your coverage.

## **Confidentiality**

Generally, information disclosed by the client to the therapist is considered “privileged” and “confidential” meaning it will not be disclosed to others. Exceptions to confidentiality are:

1. When the client gives written authorization for information to be disclosed by the therapist to a third party (for example insurance companies, physicians, schools, etc.).
2. When the therapist determines that the client poses a serious threat of danger to themselves or others. Under these circumstances, the therapist is obligated to exercise reasonable care to protect foreseeable victim(s) of that danger. Under such conditions, the potential victim(s) and appropriate law enforcement and/or other agencies must be warned by the therapist of the possibility of danger to the potential victim(s) and must be given the name of the client.
3. There are a number of other conditions under which privileged communication between therapist and client is lost (for example court orders, child abuse and/or neglect, etc.)
4. Wisconsin State law requires that therapists, as mandatory reporters, report to the appropriate agencies any suspicion of child abuse or neglect.

**THE SUPPORT STAFF AND THE THERAPISTS  
OF STEPPING STONES COUNSELING CENTER, LLC  
WELCOME YOUR QUESTIONS AND FEEDBACK**