Cornerstone Vision Counseling & Psychological Services
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• 709 Business 30 West, PO Box 638, Columbia City, IN 46725

Dear New Client,

Welcome to the CornerstoneVision Counseling! It is our goal in this office to serve you in the best possible way we can. To do this we try to keep our cost at a minimum and your visits here as stress free as possible.

According to our conversation on the phone, you will be seeing your therapist as a client whose insurance is in our network. As a part of our responsibility as a provider, we will be filing your insurance for you. Your insurance company does not guarantee coverage or payment. It is your responsibility to make sure your claims are paid 120 days after the date of service. At that time, any unpaid claims and balances become your responsibility. An explanation of benefits or approval from your insurance company is not a guarantee of payment by them. You will be financially responsible for any portion of the charges for services which for any reason are not paid by your insurance company or any other payor sources.

As the insured, it will be your responsibility before coming to your first appointment to call your insurance company and inquire about your *outpatient mental health benefits*. The following are the questions you will need to ask:

- Do I have outpatient mental health benefits?
- What network handles my mental health benefits? (If different than what you reported to CVC, please contact the office immediately. This could affect your benefits, if the therapist is not in network.)
- Does the therapist I will see have the proper credentials? (If your insurance is <u>Sagamore</u> or <u>Indiana Health Network</u> and they asked you who the therapist is that you are seeing, you will need to tell them the contract is under Gregory Sowles, PhD.)
- Do my visits need to be authorized? Do I need an authorization number? If authorization is required, you will be responsible to obtain this before coming in for your appointment. Please let us know when you come in for your appointment if you have any problems obtaining authorization.
- Do I have a deductible? What is my copay after my deductible is met?

After all of these questions are answered you can feel confident that you are coming to your first visit with the proper information. It is our office policy that you come prepared to pay your copay each time you see your therapist. We accept cash, checks, Mastercard, Visa, and Discover.

Enclosed you will find intake forms that need to be completed prior to your appointment time. <u>Some of the forms require that your signature be witnessed. Please be sure this is done before you come in. All forms should be completed in black ink please. Please plan to arrive at your first appointment at least 10 minutes early to allow the office time to get the paperwork together so you can start your appointment on time.</u> Thank you for helping us reach our goal to serve you better. If you have any questions or need any assistance completing these forms, please do not hesitate to contact us.

Sincerely,

Melissa Hildebrand
Office Manager

Enclosure List:
Client Intake
Psychosocial & Medical History Intake
Custody Addendum (if client is a minor)

Please fill out all forms in black ink