

Laurel Fay and Associates, LLC
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Dear Client,

This letter is intended to inform you of current billing procedures. Please feel free to discuss the information in this letter with your therapist should you have any questions.

Forms of Payment:

We accept the following forms of payment: cash, personal check, Visa, MasterCard, and Discover. If you opt to pay by credit card, please complete the Electronic Payment Authorization Form to indicate the form of payment you wish to use for any services rendered through this practice. Session fees will be deducted from the account designated on this form through Therapy Partner, the merchant who processes our credit card transactions.

The Electronic Payment Authorization Form will be securely stored in your clinical file and may be updated upon request at any time. **Please be aware that all transactions will read ‘Therapy Partner Corporation’ on your bank or credit card statement.** This will allow payments to be processed outside of session time.

Monthly Statements:

At the end of each month, you will automatically receive an insurance-ready statement via email. If you are seeking reimbursement from a healthcare plan privately, you may use this statement to do so.

Please feel free to discuss any billing matters at any time.

Sincerely,

Laurel

Laurel A. Fay, M.S., LCMFT
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