



## Billing Procedures

Seyler – Berkebile Marriage & Family Therapy (SBMFT) has the following billing procedures. Please make note of the procedures and contact SBMFT at 724-832-1700 if you have any questions.

1. Payment is to be made at the time of service. If payment is not made at that time a \$5.00 fee will be assessed.
2. SBMFT only accepts cash or check. We do not accept credit cards. Please make all checks payable to Seyler – Berkebile.
3. SBMFT requires a 12 hour notice for cancellations. All clients that do not provide a 12 hour notice of cancellation or no-show their appointment will be charged a \$25 fee.
4. Payment made by check that is returned by PNC Bank will incur a \$25.00 return check fee.
5. It is your responsibility to notify SBMFT of any changes to your insurance. All charges incurred due to changes in insurance are the client's responsibility.
6. You will be billed for all unpaid services. All accounts are required to be paid in full 15 days upon receipt of the bill. SBMFT will charge a \$20 per month fee for all unpaid accounts. If you fail to pay your account after receiving 3 bills, your account will be sent for collection to an agency or through legal proceedings.
7. You will not be able to reschedule with your therapist until you have paid your account in full.

Sincerely,

Seyler – Berkebile Marriage & Family Therapy

