

MEMO

To: All Clients

From: Site Supervisor

1. **You will be required to pay your sliding fee scale portion when you come in for every appointment. If you do not have a payment due at each session, but have a previous balance, a payment is required at each visit.**
2. You will **not** be successfully discharged without your account being paid in full or arrangements made and authorized by the site supervisor. Treatment plans will be enforced for accountability of your bill.
3. If you would be referred back at any time and have an outstanding balance from a previous admission, you will not be allowed back for an assessment or treatment until your balance is paid in full.
4. If you are a group member, you will need to check in at the window prior to sign in and make your appropriate payment. Please present at least 10 minutes early for group in order to make necessary payments and so the group session can start on time.
5. If you feel you will not be able to follow these rules or have certain situations, please feel free to make an appointment to meet with the site supervisor to discuss the matter.

03/05/2018 LG