



POLICIES

VRC Sports Psychology Performance group is pleased to have the opportunity to work with you. This document contains very important information about the policies and procedure of the VRC Sports Psychology Performance Group P. L. L. C. Please read and sign where indicated.

PAYMENT:

Payment in full is expected at the time of service, or according to a schedule that is mutually agreed on per initial contract schedule. In addition to weekly appointments, VRC Sports Psychology Performance Group P. L.L.C. will charge for other professional services that each you (client) may need including but not limited to writing, telephone conversations, email dialogue, attendance at meeting with other colleagues or professionals that you have authorized, preparation of records or treatment summaries and time allocated for performing any other service requested by the client. Notwithstanding of the agreed upon payment schedule, all accounts are expected to be paid in full by the end of each month. Currently, VRC Sports Psychology Performance Group P. L.L.C. accepts cash, checks or money orders.

EMAIL AND TELEPHONE CONTACT:

VRC Sports Psychology Performance Group P. L.L.C. will charge for any e-mail and telephone contact that is of a "client" session agenda. While VRC Sports Psychology Performance Group P. L.L.C. encourages updates and material from you or your family members (children), however the time spent reading e-mail(s) of this nature or speaking with clients via telephone about current issues is time that is performance in the role of a Certified Sports Psychology Consultant. There is a minimum charge of \$25.00 for this type of communication. Charges beyond the \$25.00 contact fee is based on a prorated the session rate.

CANCELLATION POLICY:

Once an appointment is scheduled, VRC Sports Psychology Performance Group P. L.L.C. enforces a strict **24 hour policy** for cancellation. This prior notice of cancellation permits better time management and full accommodation of current patient needs. The exception is cases of family or medical emergencies, illness and inclement weather, appointments cancelled within the allotted time period will be charged the full fee(s) for the appointment. This is a non negotiable policy for VCR Sports Psychology Performance Group P. L.L.C. These fees are the patient's personal responsibility.

PRIVACY:

The privacy of all records pertaining to the patient treatment is maintained by secure means. Records are kept for a minimum of seven (7) years, and are used strictly for appropriate treatment purposes and the release of those records are only authorized by patient written consent and authorization as provided by Arizona and Federal Law statuettes. Each client has the right(s) to review all pertinent records including records of disclosures made. VRC Sports Psychology Performance Group P. L.L.C. will make copies available to each patient upon written request (verbal request will not be honored) and a reasonable fee for copying records requested by each patient. If at anytime a patient feels that privacy has been violated a right to file a grievance with VRC Sports Psychology Performance Group P. L.L.C. and or with the Secretary of the U.S. Department of Health and Human Services.

PRIVACY CONTINUED:

NOTE, however that the law requires the release of otherwise patient confidential information when the provider believes disclosure is compulsory to protect against harm to a patient or others when there is suspicion of child abuse or endangerment, elder abuse and surrender upon demand by Order of the Court.

INSURANCE RIENBURSEMENT:

Health Insurance polices do not cover sport psychological services (as of this writing), however if there is a pre-existing diagnosis and part of the *treatment* relates to the diagnosis, VRC Sports Psychology Performance Group P. L.L.C. will provide each patient with a bill for submission to the insurance company. In any case each patient (not the insurance company) has the responsibility of full payment for services by VRC Sports Psychology Performance Group P. L.L.C.

CONSENT FOR TRANSMISSION OF PROTECTED HEALTH INFORMATION BY NON-SECURE MEANS:

Throughout the course of treatment VRC Sports Psychology Performance Group P. L.L.C. will often use e-mail, fax or other forms of electronic forms of transmission of electric communication. The methods are generally not known as confidential means of communication. In lieu of this the patient's signature below authorizes such forms to be transmitted including but not limited to, information related to scheduling, billing, invoicing payments and other clinical or administrative needs,

I, _____ AUTHORIZE: Reginald Younger Jr. MA CC-AASP.
Patient or Parent Guardian if patient is under age 18 to transmit the protected health information listed above. The authorization terminates upon completion (termination)of treatment and closure of the file.

SIGNATURE

CREDIT CARD INFORMATION:

VRC Sports Psychology Performance Group P. L.L.C. uses credit cards **for outstanding balances and collection purposes only.** Any outstanding balance that is unpaid for over 60 days, after request via e-mail for payment, will be charged to the credit card and number below. Your signature below authorizes VRC Sports Psychology Performance Group P. L.L.C. to charge this credit card for unpaid balances. If the credit card is used for any other purpose, there will be a 3% fee added to the total cost of the bill.

CC# _____ CARD TYPE: AMEX VISA MC

NAME ON CARD: _____ EXP: _____ CVG _____

SIGNATURE OF CARD HOLDER



(480) 282-2497

<https://vrcsportspsychologyperformancegroup.com>



THANK YOU:

If you have any questions about any policies of VRC Sports Psychology Performance Group P. L.L.C. please do not hesitate to ask. Please sign below indicating that you have read with understanding of the policies of VRC Sports Psychology Performance Group P. L.L.C. and agree to abide the its terms and procedures.

Name of Patient _____ / _____ / _____

(18 years or older) Print Name

Signature

Date

Name of Parent _____ / _____ / _____

Print Name

Signature

Date

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