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### CANCELLATION & FEE POLICY

**Payment is required at time of service.** If payment is not made for any reason, the balance on your account must be settled at the time of your **next scheduled appointment**. If payment is not made at this time, I will work with you to arrange a mutually agreed upon fee schedule.

If you have private insurance, please be aware that you are responsible to call your insurance company for pre-approval, before services can begin. If pre-authorization is not obtained, you will be responsible for all fees incurred by you or your child.

**There is a \$50.00 charge** for missed individual, family, or group appointments, unless they are canceled **24 hours in advance**.

### PAYMENT AGREEMENT

Client's Name: \_\_\_\_\_ DOB: \_\_\_\_\_ SS# \_\_\_\_\_

Type of service: Individual \_\_\_\_\_ Family \_\_\_\_\_ Couples \_\_\_\_\_ Assessment \_\_\_\_\_

Payer Type: Self Pay: \$ \_\_\_\_\_ /Session

Subscriber: \_\_\_\_\_

Phone number for Providers (on back of insurance card): \_\_\_\_\_

Primary Insurance Provider/Member ID: \_\_\_\_\_ Co-Pay: \$ \_\_\_\_\_

Secondary Insurance Provider/Member ID: \_\_\_\_\_ Co-Pay: \$ \_\_\_\_\_

**I have read and understand this Cancellation & Fee Policy. I accept responsibility for the above-stated fee(s), which will be paid at the time services are rendered.**

\_\_\_\_\_  
Signature of Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date