**Kachemak Counseling, LCC  
Practice Policy  
Rev. 05.01.2021**

**Billing & Insurance**  
Kachemak Counseling is in-network and a preferred provider with Premera of Alaska, the Blue Cross Blue Shield network, Aetna, Pacific Source, EBMS, ASEA Local 52 and MODA. All other insurances can be billed as out-of-network.

**Fees**  
Rates for services are set by the Premera of Alaska Fee Schedule. Cost for services are 100% reimbursable once annual deductibles are met. The rate for Individual Counseling is $200/hr and Couples Counseling $225/hr. Reimbursement for services from out-of-network insurance companies varies according to plan and membership type. If you do not have health insurance a sliding fee discount may be available.

**Cancellation Policy**  
Late cancellations prevent other clients from receiving services. Cancellations with less than 24-hour’s notice and no-shows will incur a $100 administrative fee. Please remember that this is not a penalty or punishment. You will receive an appointment reminder via text and email 48 hours prior to your scheduled appointment. All clients can miss one session without incurring a fee, after which the $100 fee will be charged unless there are extenuating circumstances that could not be avoided.

**Confidentiality**  
Kachemak Counseling uses an online HIPAA-compliant program called Simple Practice for records management, invoicing and scheduling. New clients can register for services and self-scheduling is available to all clients once registered and when logged into the client portal.

**Appointments and Scheduling**  
If you wish to schedule a first consultation session, you may do so at https://kachemak-counseling.clientsecure.me/. Once you enter your name, address, date of birth and insurance information (if applicable), you will be forwarded to the provider calendar where you can view upcoming openings and schedule your session. You may also call, text message or email using the contact information below.

**Questions**  
Please call or text (907) 602-2578 or email tim@kachemakcounseling.com with any questions.

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Signature Date

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