



## **Mental Health**

### **Policies and Procedures**

**Policy 100.07A**

**Last Revised 1/1/2024**

#### **POLICY TITLE: CASH PAYMENT OPTIONS**

#### **PURPOSE:**

The purpose of this policy is to provide cash payment options for the PHP and IOP programs at Basic Steps Mental Health to reduce the financial burden of our patrons.

#### **POLICY:**

The policy of Basic Steps is to do whatever we can to provide services those who seek our counsel. Basic Steps understands that finances can be difficult for many seeking treatment. The following is our financial options.

#### **PROCEDURE:**

- 1.. All initial payments are to be made at the start of treatment, unless other arrangements are made by the Administrator.
2. The payment schedule must be agreed to and signed at the start of treatment.
3. For those who are approved for a monthly payment plan, all payments are due on or before the due date. If such payment is not made a 15% charge or a \$50.00 charge will incur. If payment is not made in 30 days, a collections agency will get involved.

#### **FEE BREAKDOWN:**

##### **Total Cost**

The total cost for each service is as follows:

1. The fee for the PHP Program is \$7,200.
2. The fee for the IOP Program is \$3,600.
3. The fee for Individual Counseling, Family Counseling, and Couples' Counseling is \$125.00 per hour.
4. The fee for Legal Assessments is \$250.00.

##### **Payment Option PHP Program**

For financial hardships a monthly payment plan will be developed at the start of treatment. Invoice statements are to be sent out two weeks prior to payment due date.

Payments for the PHP program are to be made up to a 16-month period unless other arrangements are made by the Administrator. These are non-interest loans when paid on time. If a payment is not received after 15 days of the due date, a 10% interest fee will appear or a \$50.00 charge, whatever is greater. After two late payments an additional 10% fee will be added.

For example: Sixteen payments of \$450.00 will be due for the PHP program.

**Payment Option IOP Program**

If under financial difficulty a monthly payment plan can be arranged. Invoice statements are to be sent out two weeks prior to payment due date. For the IOP program, payments are to be limited to a 12-month period unless other arrangements are made by the Administrator. These are non-interest loans when paid on time. If a payment is not received after 15 days of the due date, a 10% interest fee will appear or a \$50.00 charge, whatever is greater. If late for two months, subsequent payments are then added a 10% fee.

For example: Twelve payments of \$300.00 will be due for the IOP program.

**SIGNATURE:**

If you were approved for a payment plan, in signing this document, you agree to the stated terms:

- PHP 16 payments of \$ 450.00 per month
  
- IOP 16 payments of \$ 300.00 per month

**Note:** If other arrangements have been made, please complete the financial hardship form.

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DATE                      Participant Signature                      Basic Steps Signature