Welcome to the practice of Dr. Sarche. This letter is intended to inform you of current billing procedures through the practice. Please feel free to discuss the information in this letter in your upcoming session.

***Forms of Payment*:**
In order to offer my clients a full range of payment options, I accept the following forms of payment: Visa, MasterCard, Discover and Electronic Checks. Rather than discussing payment at the end of each session, please indicate your preferred form of payment on the Electronic Payment Authorization form, and I will deduct your session fee from your designated account.

The Electronic Payment form will be securely stored in your clinical file, along with your other clinical records; you can update your payment form at any time. Please be aware that all transactions will read 'Therapy Partner' on your bank or credit card statement. Therapy Partner is the merchant who processes our credit card and e-check transactions.

***Monthly Statements*:**
You will receive monthly statements via email for all sessions attended within a calendar month. You can use these statements to seek reimbursement from your insurance company if you are taking advantage of your out-of-network benefits.

Please feel free to discuss any billing matters with me in your next session.

Sincerely,
Dr. Steve Sarche', D.O.