

March 15, 2022

Dear Insight Consumer:

As of February, 2022, cost sharing has been re-instituted by most insurance companies. This means that all co-pays and deductibles are now payable by the member. As a result, the following policy is effective immediately:

Any client being seen through a virtual platform, must complete an auto-charge authorization and maintain a current credit card on file. Session fees will be charged at time of service.

- Please be advised that Late Cancellation charges must be paid prior to, or at the time of your next appointment. No further appointments will be scheduled without payment. Questions regarding late cancellations should be directed to your counselor.
- If payment in full for a previous balance is not possible, please make partial payments in addition to your current session balance. Non-payment will lead to a disruption of service.

Payment is due at time of service. The following payment options are available:

- **Cash**
- **Check or Money Order** – Made payable to Insight Center for Counseling
- **Venmo** – Denise Michalowski@Insight-Center-for-Counseling
- **Zelle** – denise.insight@gmail.com – 973-229-3198
- **Ivy Pay** – Your counselor will send you a payment request via text message – fees will be automatically charged at time of service with proper authorization.
- **Credit Card** – In the office at time of service or – request an invoice by sending an e-mail to: billing@insightcenterforcounseling.com or ask your counselor. Fee will be automatically charged at time of service with proper authorization.

Thank you for choosing Insight – Center for Counseling.

Sincerely,

Diane Schrank

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