

Rhonna W. Phillips
Counseling & Therapy Services, LLC

Inquiry/Initial Appt Request and **Screening**
Oral & written, **Good Faith Estimate (GFE)**

Date: _____ Time: _____ - _____

1. Inquiry is from _____ Re whom: _____
_____ DOB: _____

Ok? _Y/N_ Address: _____

Ok? _Y/N_ Email: _____

Ok? _Y/N_ Cell- text: _____

Ok? _Y/N_ Other Phone: _____

2. I am your "Convening Provider"- responding to your inquiry or request for services and providing you an estimation of the initial costs.

3. Type of Service you are thinking you need? _____

4. Your general concern is? _____

5. Any safety risks? Y/N _____

6. According to the new federal "No Surprises Act" law, you have a right to a Good Faith Estimate (GFE) of services. Thus, I must ensure you have a GFE, before I can determine if we can schedule you, thus charge you. Refer to the GFE Notice posted on my web & in my office. Did you **see my written rates** on my Web site? ____
Or in my Square appt scheduler? _____
or elsewhere? _____

7. I would like to respond to your specific personal concerns but will need to set time aside for that. My schedule would allow for your appt within _____ week/s.

8. To begin, you will need an 80-90 min Intake Appt. For an Individual it is \$135.00 _____, for Couples/Family is \$145.00. _____. This conversation is **your Oral GFE**.

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9. Attached is my written Payment and Rate Agreement for your signature of acceptance. Or I am sending your **written GFE** pricing for services to:
_____.
10. Until a session occurs which includes a full assessment, the Diagnosis currently is #Z03.89 for 0 Dx or #R69 for Dx deferred.
11. I am required to ask if you have **health insurance**, that covers mental health services? Y/N _____ Reminder, I do not accept or file insurance. Do you **intend to submit insurance claims** for services received from me? _____ I do NOT provide Super Bills.
12. I do charge for my time outside of sessions, as Case Management (CM) Services. Traditionally, health insurance does not reimburse for CM services nor for me as an Out of Network Provider.
13. Steps to officially submit your appt request:
Go to www.BirminghamCounselor.com. Review all the information about Rhonna and her services. **Review the rates** for all the services including CM.
14. Click on "Appts", request the service for the initial Intake type we discussed. Review my calendar, select your preferred day/time, set up your profile which includes your payment information, submit your appt request. Watch for my RESPONSE.
15. Once I "accept" your appt request **your card will be charged for the service at my posted rate and as we discussed.**
16. Now, scroll down in that email for instructions for completing necessary forms. You will be printing out 4-5 forms, to complete at home in about 45 minutes. This saves you talk time with me and ultimately saves you money. Fill out each form. I need **all forms back to me two days in advance of your appt** if we are meeting virtually. If meeting in person, then bring them with you, already completed to the physical address you will find on the "Directions" tab on my website.

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