

Freedom Counseling Services, LLC  
240 Waterfall Dr. Elkhart, IN 46516

Freedom Counseling Services, LLC offers the service of billing a client's insurance company for services rendered. Freedom Counseling Services does NOT offer the service of contesting or fighting insurance companies for payment or information that the client does not believe is correct. This responsibility is the clients. All payments are due at the time of service, despite any discrepancies that are being addressed with the insurance company and the client. The client may be credited or reimbursed for any changes that the insurance company can provide in the explanation of benefits, or the client may be charged for the full amount of the session, at the contracted rate for that insurance company, despite what information was given by any representative of that insurance company before starting services. Each client is responsible for contacting their insurance provider and asking about benefits for services provided by Freedom Counseling Services, LLC before their first appointment. Each client is responsible for making any changes to their profile in the client portal regarding demographics, insurance changes, payment information or anything else that is needed for collection of payment or billing. If a form of payment is no longer valid, expired or a client wants to use another form of payment, it must be changed in the client portal by the client prior to the appointment to avoid delaying payments or an unwanted withdrawal from the account on file.

Initials: \_\_\_\_\_

Date: \_\_\_\_\_