

## Mission Statement

At Central Focus ***you are empowered to create your experience***. Through teamwork we help you design your goals and skillfully guide and support you along the way. You are at the center of what we do. You are the reason we are here. We will never forget that.

**Be empowered. Create Your Experience.**

## Service Agreement

Please read each item below:

### Fee Schedule and Policies:

- Evaluations covered by insurance – the copay is due at the time of check-in.
- Evaluations not covered by insurance – payment is due at the time of check-in.
- Accepted payment methods: American Express Opt Blue, Discover, MasterCard, Visa, and Debit.

### Confirmation/No-show Policy:

- Due to the lengthy nature of evaluation sessions, we request confirmation of your scheduled appointment 48 hours prior to the scheduled appointment time via the means of communication you select (text, email, phone). If we are unable to confirm your scheduled appointment 48 hours prior, we will assume you cannot attend and will work with you to reschedule your appointment.
- If you miss your confirmed appointment we will work with you to reschedule your missed appointment. Should you miss your second confirmed appointment, we will not be able to provide evaluation services.

### Emergency Policy:

- In the advent of a mental health or a medical emergency, please call 911 for help.
- Additionally, The National Suicide Prevention Lifeline can be reached by calling 1-800-273-8255.

Signature: \_\_\_\_\_

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