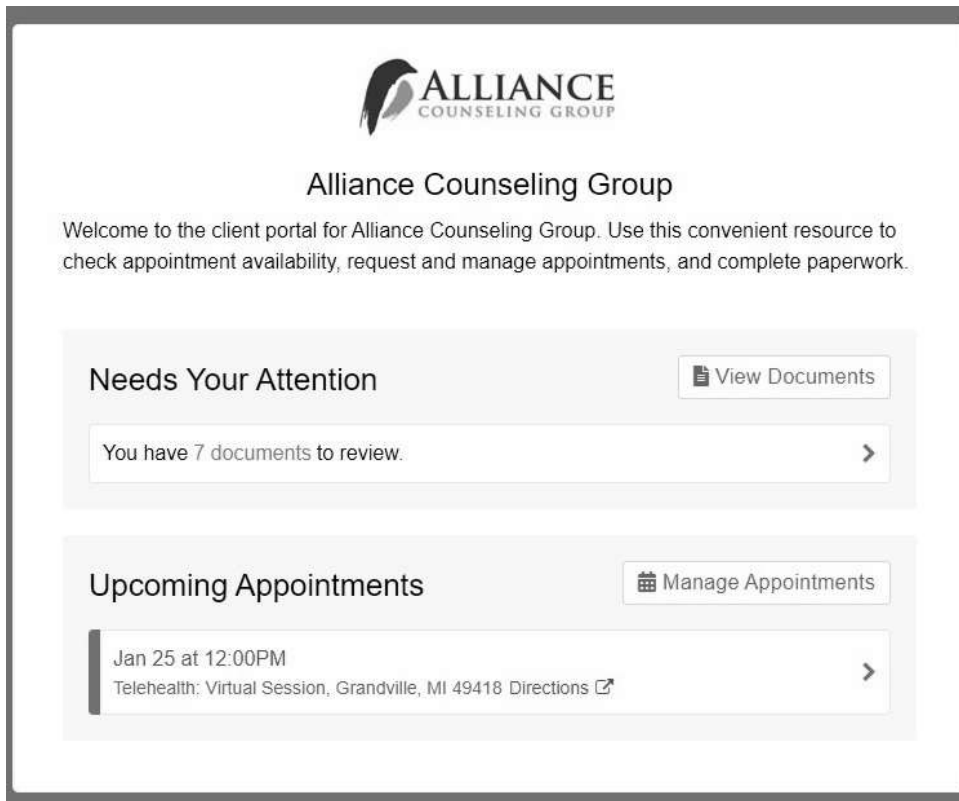



## Welcome to Alliance Counseling Group!









We hope that providing you with this tool will simplify the paperwork process for you! Here are some step by step instructions to help you through the process. Other than the card uploads, all of the documents are simple forms you can fill out and sign electronically and can be completed easily on a computer, tablet or phone. All you need to do is create a Therapy Notes Portal Account after you receive a welcome email and follow these simple instructions to complete your information.


## Instructions For Completing Your Documents Electronically

You will receive a welcome email inviting you to the Therapy Notes Portal. After you have created a password, Log in using your email and most importantly, **SAVE YOUR PASSWORD!** After doing so, you will see this screen:



 Hover then click on your pending documents. You may have a different number of documents depending on what your therapist would like you to fill out.

Pending document request		Sent on January 26, 2022 at 9:51AM EST
 Client Information Form	<a href="#">Review and Complete</a>	
 Client Contacts Form	<a href="#">Review and Complete</a>	
 Payment Authorization Form	<a href="#">Review and Complete</a>	
 Consent for Services	<a href="#">Review and Complete</a>	
 Notice of Privacy Practices	<a href="#">Review and Complete</a>	
 ACG Intake: ID Upload <small>PDF 2MB</small>	<a href="#">Review and Complete</a>	
 ACG Intake: Insurance Card Upload-BACK <small>PDF 2MB</small>	<a href="#">Review and Complete</a>	
 ACG Intake: Insurance Card Upload-FRONT <small>PDF 2MB</small>	<a href="#">Review and Complete</a>	

 Any of the documents that say 'Review and Complete' are documents you will need to do, ideally *before* your first visit with your therapist. Click 'Review and Complete'.

Tab through the fields of each document to complete the information and then click "Submit Completed Document".

**CLIENT INSURANCE FORM:**

Please note: It is important to select the correct relationship in the dropdown under Policy Holder.

Choose the person whose name is listed first or in bold on the front of your insurance card. *(If your name is not listed first on the card, you would not select Self.)*

### Insurance Policies

I do not have or do not want to use insurance benefits. I will be responsible for all charges related to the services rendered.

#### Policy Information

Insurance Company:

Member ID:

Priority:

Policy Group:

Plan Name:

#### Policy Holder

Client Relationship:

[+ Add Another Policy](#)

#### Acknowledgement

I authorize Alliance Counseling Group to release information to the insurance companies provided on this form in order to submit insurance claims on my behalf. This authorization extends to the extent necessary to obtain payment for the services provided to me, and includes authorization to release information about mental health

Please remember to include the subscriber date of birth to prevent any delays in submitting claims to insurance.

For the REQUIRED: Insurance Card Upload FRONT, BACK and ID document requests, you will find further instructions for those uploads once you hit Review and Complete or you can view them here:

[Insurance/ID Upload Request Instructions](#)

IMPORTANT: Please disable the LIVE photo option if you have an iPhone. Thank you!

Once you complete each document, at the top of the page, click on "You have \_\_\_ documents pending action" until you are finished with all of the documents.

Your form has been submitted. Our staff will review your information before updating your record. [You have 6 documents pending action.](#)



Your document has been submitted. Your acknowledgement will be added to your file. [You have 5 documents pending action.](#)

## Consent for Services

Patient: Jane ACG Doe, DOB 11/11/1983

Date: January 21, 2022

### PROFESSIONAL FEES

The initial therapeutic session (90791) will be billed at \$215 for PhDs / Psychologists and \$170 for master level providers. Subsequent therapeutic sessions (90837) will be billed at \$200 for PhDs and Psychologists and \$150 for master level providers. Session fees are subject to the contracted rates with insurance providers. In addition to charging for therapy sessions, I charge the full hourly rate for other professional services I provide (including, but not limited to, report writing, phone calls, transportation time, and so forth), whether these services are provided at your request, at the request of your lawyer, or at the request of any other individual who is acting on your behalf.

### INSURANCE, BILLING AND CONSENT FOR SERVICES BILLING AND PAYMENTS

You will be expected to pay for each session at the time of service. Cash, checks, and credit cards are accepted. Payment methods include check, cash, or the following charge cards: Visa, Mastercard, American Express, and Discover. A 3% convenience fee will be added to all credit and debit card transactions. Most Health Savings Account (HSA) and Flexible Spending Account (FSA) cards are accepted free of processing fee. A receipt is available upon request. Checks can be written to the Burke Group.

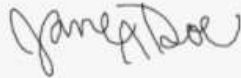
### INSURANCE

I accept a variety of insurances. I recommend calling your insurance provider before your appointment in order to be aware of your insurance coverage (including your deductible and copays). I use a third party biller for insurance billing.

**Acknowledgment:** My signature on this document represents that I have received the Consent for Services form and that I understand and agree to the information therein. Further, I consent to use an electronic signature to acknowledge this agreement.

**Signed By:** Jane A Doe

**Signature:**



**Date and Time Signed:** January 21, 2022 at 2:29PM

**Request for Jane ACG Doe Sent on January 21, 2022 at 2:15PM EST**

**Status:** Your completed form was sent to the practice on January 21, 2022.

[Download Document](#)

Note: Some of the documents only require a signature! You also have the option to download the documents if you need them for any reason.

*Thank you in advance for completing all necessary information!*