



Capable Kids of the North Shore LLC
85 Revere Drive, Suite G
Northbrook, IL 60062
847-498-2003

Financial Policy

I understand that full payment for rendered services is to be due at time of service subject to pending claims for insurance reimbursement, unless other specific arrangements have been made with the therapist.

I understand that it is my responsibility to check with my insurance company to verify what services at Capable Kids are covered under my policy.

Effective immediately we require all our families to have a valid credit card on file. Your credit card information will be kept secure and confidential. The card will be used for any services that remain unpaid over 30 days past due.

Cancellation Policy

Cancellations due to illness must be made to **each** of your child's therapists by **7:30 am** on the day of therapy.
All other cancellations should be made as far in advance as possible with a minimum of **24 hours** notice.

If these policies are not followed you will be charged the **full amount** for the missed session(s).
Please note: Insurance **cannot** be billed for failed appointments. They are the direct responsibility of the client.

Credit Card Information for Account
(Credit card information will be stored in a secured site and you will be notified to any charge placed to meet the above policy)

Please complete the following and return it prior to May 15, 2012

Preferred email address _____

Circle type of credit card Visa MasterCard Discover

Name on credit card _____

Billing address _____

Credit card number _____

Expiration date _____

Security code _____

Your signature agreeing to accept charges: _____

Date: _____