

Church Partnership Program – Envision Copy

Fee Structure:

Envision discounts \$15 per session

Church benevolence fund contributes \$25 per session

The congregation member would be responsible to pay the remainder amount. This amount would depend on the therapist.

Logistics (IDEAL):

1. The referring pastor will

- Email our admin staff to let us know they are referring a client through the church partnership program. The discount above is only available to congregation members that are referred by a pastor specifically for the purpose of benevolence aid. In this email to admin, we need to know:
 - how many sessions the church will contribute
 - how much they'll pay per session (this varies)
 - how the church will be paying (check or credit card)
 - a point of contact, a physical address and email address for invoicing

Please have the church consider not paying the full amount of the sessions; it's important for the client to have "skin in the game." In the case of extreme need, the church may offer to pay the full (discounted) amount for a particular number of sessions.

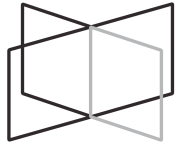
- Communicate this information to the congregation member. After the maximum amount of sessions, the client would be welcome to continue with therapy, but they will be responsible for the full non-discounted amount.

2. The congregation member will

- Contact our administrative staff to set the appointment.
- Pay their portion of the fee at the time of service.
- Sign a Disclosure Addendum for the church partnership agreement
- Sign a Release of Information form to give consent for the church to be invoiced.

3. Admin will

- Get the pastor to email her the above information.
- Track this information in a shared GoogleDoc (when we get this information from the church prior to when the client contacts us).



- Schedule the appointment when the client calls, and make sure the client knows their financial responsibility. When entering the “fee amount” into TheraNest, be sure the fee is \$15 less than the therapist’s typical fee.
- Include in the client’s TheraNest file (in the Client Notes section or in the Bill To notes section): the information the pastor/church gave re: how many sessions they’re paying for and how much they’re contributing.
- Enter the church contact information into the “Bill To & Insurance Info” tab in TheraNest (including point of contact, physical address & email)
- If the church is paying by credit card, obtain their credit card information (on the CC# form) and enter it into TheraNest to charge.
- Forward the information/authorization from the pastor/church to the therapist with whom the client is scheduled and let them know that this client is a “Church Partnership Client.”
- When choosing intake paperwork, include a *Church Partnership Client Disclosure Addendum* and a *Release of Information* form for the purposes of billing the church.
- Once the client schedules, admin will remove the client’s name from the GoogleDoc tracking form.

3. Therapist will

- Be willing to charge the discounted rate for as long as the church is willing to contribute. (Thank you!) Once the church is finished contributing, you may return the client to your full fee.
- Provide excellent care for the congregation member.
- If you do not wish to take Church Partnership clients, please let Jessie know. You can also limit the amount of Church Partnership clients you accept. (Boundaries are a good thing!)

Logistically speaking:

- If the church pays by credit card, email a receipt to the church*. Give a hard copy of the receipt to the client.
- If the church will be invoiced to pay by check,
 - First accept payment from the client.
 - Then email an invoice to the church for the balance.
 - If we do not have an email, please send them a hard copy via snail mail.

*When the point of contact’s email is entered into the “Bill To” field in TheraNest, the invoice will be sent there when you choose “Email invoice to client” from the ledger.