



## COUPLES AGREEMENT REGARDING ACCESS TO RECORDS AND THE USE OF INSURANCE

### AGREEMENT

#### I. Records

It is understood that the medical record is opened in the name of the person requesting service. Typically this is the caller who initially scheduled the first appointment. It is understood that, unless otherwise agreed, both parties have access to the record even though the record is filed under the name of the caller. If you wish to change the name in which the record has been opened, please discuss this with your counselor. See below for special concerns for those using insurance to pay for services.

#### II. Use of Insurance

It is understood that if insurance is used to pay for services, the claim will be filed in the name on the clinical record as the "primary patient". A diagnostic code is necessary for insurance to be used. In some cases information from the record may be requested by the insurance company in order to pay for your treatment.

The agency's sliding fee scale may be used in lieu of insurance; however, due to insurance regulations the minimum fee must be the anticipated insurance payment plus your required co-payment.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date