



# SpringHaven Counseling Center

## CHURCH PARTNERSHIP PLAN

SpringHaven Counseling Center desires to assist churches in helping to bring persons to hope and healing, through Christian counseling services.

### Financial Terms:

- ◆ SpringHaven, Inc. will reduce their standard fee of **\$125** per session to **\$80** per session for persons approved through the "Church Partnership Plan."
- ◆ Churches are not under obligation to commit to this plan for a certain amount of time or a specific number of cases. Participation is voluntary and on a case by case basis.
- ◆ The client will be responsible to have their church fill out an initial SpringHaven Church Partnership Voucher so the church can determine how much of the \$80 fee the individual can pay and how many sessions they will assist with. **Forms must be completed and turned in by the first appointment or client will be required to be self pay or use insurance.** (*We encourage congregations to recognize the benefit of clients being responsible for some portion of the fee, in that we tend to value what we invest in*).
- ◆ Participation is not limited to persons who do not have insurance or who are in financial need. However, the client must understand that we will not be able to accept insurance reimbursement for their portion of the fee in the Church Partnership Program.
- ◆ All billing for psychiatric care with Dr. Mark Snavelly goes through Aultman Behavioral Health and is not included in the church partnership plan. All billing questions for him can be answered at 1.800.498.7811. SpringHaven medical and psychiatric visits are not typically included in this plan.

### Billing Process:

- ◆ Churches will be billed according to the amount they designate on the Voucher. Billing statements will refer only to the voucher # and not client name for confidentiality purposes and are sent out monthly. Payment is requested to be made within 30 days of the receipt of the bill.
- ◆ The client is expected to pay the Client Portion of the Church Partnership fee in full at each session. Exceptions to this will only be considered in consultation with the executive director of SpringHaven, Inc. and the congregational contact person as noted on the voucher.
- ◆ When more sessions are renewed and approved, we do ask that a new form be filled out and sent either via fax to 330.597.9010 or emailed to [lois@springhaven.us](mailto:lois@springhaven.us) .
- ◆ When a client completes counseling or chooses not to come back and is marked inactive in our patient system without using all of the approved sessions, the remaining sessions will be considered closed at that time. If the client chooses to come back, new authorization from the church would be required should they wish to implement CPP again. Voucher numbers will stay the same.

### Confidentiality Issues:

- ◆ Congregations need to insure that names of persons referred through the "Church Partnership Plan" are not to be released beyond the Pastoral staff, Elders or other designated congregational contact persons, in order to protect the confidentiality of persons served.
- ◆ SpringHaven, Inc. will not release confidential information to any congregation or individual without the signed release of the client.