

Hometree Financial Policy

At Hometree Integrative Psychiatry & Coaching, transparency and trust are core to how I work. This policy outlines the financial terms that support clear expectations and mutual respect. Please review carefully and sign before beginning services.

1. Service Offerings and Pricing

1.1 Services Offered

Hometree offers individualized care across several domains:

- **Integrative Psychiatry** – comprehensive evaluations, follow-up medication management, and mind–body interventions.
- **Insight-Oriented Coaching** – structured support for high-functioning individuals navigating burnout, ADHD, anxiety, and transitions.
- **Lifestyle & Functional Medicine Consults** – focused sessions addressing sleep, stress, nutrition, and metabolic health.
- **Psychedelic Integration** – preparation and integration sessions for individuals engaging in psychedelic-assisted work elsewhere.

1.2 Pricing Structure

- Individual sessions: \$250–\$350 depending on length and complexity.
- Monthly coaching packages: \$700/month (weekly 90-minute sessions) with sliding scale options (between \$500 - \$700/month). Sliding scale agreements are revisited every 3-months for need and appropriateness.
- Integrative psychiatry services: billed through IBHM, using your insurance coverage when applicable.

1.3 Payment Methods

Payments are accepted via Zelle or Venmo, and cash or check.

All payments through IBHM are processed securely through HIPAA-compliant platforms.

1.4 Taxes and Fees

All prices include applicable taxes. Transaction fees (if any) are absorbed by Hometree unless otherwise stated.

2. Payment and Billing Procedures

2.1 Payment Schedule

- **Coaching clients:** Payment is due in full at the beginning of each month.
- **Integrative psychiatry clients:** Insurance billing is handled through IBHM. Copays or self-pay balances are due on the day of service.
- **Consultations:** Payment is due at the time of booking.

2.2 Billing Cycles

Coaching retainers renew monthly on the same calendar date as your first session. You will receive a reminder before each billing cycle.

2.3 Late Payment Terms

Payments not received within 7 days of the due date may result in a \$25 late fee. Balances over 14 days past due may incur 1.5% monthly interest and could pause ongoing services until the balance is cleared.

2.4 Refund Policy

Because time is reserved exclusively for each client, payments and deposits are non-refundable once the month or package begins. You can push sessions out if you will be travelling, but agree to do your best to attend sessions weekly, as this is how we gain the most traction. Partial refunds may be considered in cases of verified medical or personal emergencies.

3. Cancellations and Rescheduling

3.1 Client Cancellations

Appointments may be rescheduled or canceled with at least 24 hours' notice. Notice may be given via email or text message.

3.2 Late Cancellations and No-Shows

Cancellations made with less than 24 hours' notice—or missed appointments—are charged 100% of the session fee. Repeated cancellations may result in a discussion about fit and scheduling consistency.

3.3 Provider Cancellations

In the rare event that Hometree must reschedule, you will be offered a new appointment at no cost.

4. Confidentiality and Ethical Guidelines

4.1 Professional Ethics and Transparency

Hometree operates in alignment with professional codes of ethics for both nursing and coaching

disciplines. Financial transparency, fairness, and confidentiality are central to this practice. Hometree will do its best to work with you based on needs communicated.

4.2 Client Data Security

All client financial data is processed confidentially. Your information will never be shared or stored outside secure platforms without your written consent.

5. Contracts and Agreements

5.1 Client Agreement

This Financial Policy is part of the larger Client Agreement each client signs before beginning services.

Engaging in services with Hometree implies agreement to these financial terms.

5.2 Policy Updates

Hometree reserves the right to update or amend this policy as needed. Clients will be notified via email or portal message at least 30 days before any changes take effect.

6. Dispute Resolution

6.1 Billing Disputes

If you believe a billing error has occurred, please reach out directly within 14 days of receiving your invoice. Most concerns can be resolved through clear communication and documentation.

6.2 Service Concerns

If you are dissatisfied with this service, please discuss this directly so it can be addressed promptly. If a resolution cannot be reached, either party may request mediation through a neutral third party.

7. Policy Review and Enforcement

7.1 Annual Review

This policy is reviewed annually to ensure continued fairness, clarity, and compliance with legal and professional standards.

7.2 Consistency and Fairness

All policies are applied consistently to ensure ethical, transparent, and equitable treatment of every client.

Acknowledgment of Financial Policy

I have read and understand the Hometree Financial Policy. I agree to the terms outlined above and acknowledge responsibility for all fees associated with the services I receive.

Client Name: _____

Signature: _____

Date: _____