Roberta Roberts

2045 Hawthorne St

Forest Grove, OR 97116

September 25, 2011

Gary MacKendrick

Counseling and Psychotherapy Services

1904 Elm Street, Suite 3

Forest Grove, OR 97116

Dear Gary:

Thank you for the updated invoice for payment for the counseling sessions for Maxwell Roberts. Sorry for the long delay in insurance response and therefore my delay in payment. I do have two items that need to be clarified as part of the payment.

#1. Our original request for the first 5 sessions was to charge them through my Intel EAP program, who referred me to you. It appears that all sessions were instead submitted to my health insurance. Since we are interested in future sessions for Maxwell, can we please get the next 5 sessions submitted through EAP to resolve it? The certification # was 2730788. Please call me if it has expired and I need to call them again.

#2. We missed one appointment on 6/15/11 and paid $160 by check to cover the missed appointment ($105) and the school conference ($55) per your letter sent 6/24/11. It looks like the 6/15 appointment was included in the billing without including the payment.

Here is my best understanding of the outstanding charges through 7/30/11, with $675.61 enclosed to cover them. I’ll wait for updated billing and insurance for the August 10 & 13th appointments. Please accept our apologies for any inconvenience.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Appt date | Charges | Insurance Payments | Our payments | Balance |
| 5/18/11 initial | $ 250.00 | Deductible (EAP?) |  |  |
| 5/26,6/2, 6/8/11 ($105\*3) | $ 315.00 |  |  |  |
| 6/23/11 (?) school appt | $ 55.00 |  | ($160) |  |
| 6/15/11 missed | $ 105.00 | ($441) |  |  |
| 6/29,7/9,7/16,7/23,7/30 ($105\*5) | $ 525.00 |  |  |  |
| Service charge | $ 11.30 |  |  |  |
| Service charge | $ 15.31 |  |  |  |
| Total | $1,276.61 | $(441.00) | $(160.00) | $675.61 |

Sincerely,

Roberta Roberts

(602)471-8269

Enclosure – check image from $160 payment