

**TERRI PHILLIPS**  
**Marriage and Family Therapist Inc.**  
Specializing in Neurofeedback MFC33153  
(909) 730-0410

Dear Client,

Welcome to the practice of Terri Phillips Marriage and Family Therapist Inc. This letter is intended to inform you of current billing procedures. Please feel free to discuss the information in this letter with your provider.

***Forms of Payment:***

This provider accepts the following forms of payment: Visa, MasterCard, Discover. Please indicate your preferred form of payment on the *Electronic Payment Authorization* form. The Electronic Payment Form will be securely stored in your clinical file and may be updated upon request at any time. Your provider will deduct your session fees from the account designated on this form. **Please be aware that all transactions will read ‘Therapy Partner Corporation’ on your bank or credit card statement.** Therapy Partner is the merchant who processes our credit card and e-check transactions.

***Monthly Statements:***

Clients will receive monthly statements via email for all sessions attended within a calendar month. Clients can also log into our billing system to generate and print statements for any time period by accessing the following web address: <http://www.TherapyPartner.com>. If you would like access to your account history, please notify your provider and a username and password will be emailed to you.

Please feel free to discuss any billing matters with your provider.

Sincerely,

Terri Phillips  
[www.terriphillipsmft.com](http://www.terriphillipsmft.com)

