

NSRP GUIDELINES

Billing Practices & Co-signing of Receipts Statement

NSRP would like to draw your attention to the following Standards of Practice and the guidance information that flows from them.

The NSRP Standards of Professional Conduct state:

Principle 6

A registrant shall reach an agreement with an individual, group or organization concerning the psychological services to be provided, the fees to be charged and the billing arrangements prior to providing service.

- 6.1 A registrant sets fees based on the amount of time spent and complexity of the services rendered and does not base fees on the basis of advantage or clinically significant benefits accruing to the individual receiving services.
- 6.2 Interest may be charged on an overdue account as long as the client is informed of this practice at the time of billing.
- 6.3 Prior to using a collection agency or legal option to collect fees, the registrant informs the client of this intent and provides an opportunity for payment to be made.
- 6.4 A registrant does not request advance payment for psychological services however funds may be held in trust if agreed on by the client. Trust funds are applied only to services rendered with any excess returned to the client on the termination of services.

From the NSRP Standards for Providers of Psychological Service:

- III.3 Psychologists set reasonable fees for the services they render, inform clients of the fees that will apply to them, and collect fees in a manner that is considerate of the welfare of the client. Psychologists inform clients about fees and fee collection methods as early in the relationship as possible.

NSRP does not set fees or define what is a “reasonable” fee, but registrants’ billing practices should reflect the above standards in terms of setting and collecting fees. In setting their fees, psychologists should consult the APNS fee schedule and with other psychologists offering similar services.

The NSRP Standards of Professional Conduct also state:

- 4.10 A registrant who employs non-psychologists to provide service must ensure clients are informed at the onset regarding the professional status, qualifications, functions, and supervision of the non-psychologist provider.
- 4.11 The registrant ensures all billing practices related to the non-psychologist provider are clear and transparent.

It follows that, while a Psychologist may make use of the services of psychometricians and/or other mental health professionals, they are in violation of the standard if their related billing practices and procedures underwrite these services in a manner that gives the impression that Psychologists provided these services, and the informed consent process should be transparent about the qualifications of who will provide the service.

All Registrants are advised to ensure their billing practices are transparent in this regard. A failure to do so could result in a disciplinary action.

Non-psychologists may not be employees (e.g., contractors).

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