



This is a letter of agreement between _____ and Mental Health Management Incorporated.

Mental Health Management Incorporated agrees to the following:

MHMI will enter all charges and procedures, record all payments, send out billing statements, file all primary and secondary insurances for the patients and engage in limited soft core collections on difficult accounts.

Mental Health Management Incorporated will maintain a complete file of data turned over to MHMI by the client for at least the prior one year period. These files and all client records will remain the property of the client and are available for the client's use.

_____ agrees to the following:

To forward the final charge and deposit records for the billing cycle no later than three working days into the new month and to provide updated records *weekly*.

To pay Mental Health Management 8% of total receipts deposited during the monthly billing cycle or a \$125.00 monthly minimum fee, whichever is greater, and to make payment no later than the fifteenth day of each month. Payment made after the fifteenth of the month is due at 8 1/2 %.

To pay a \$50.00 initial set-up fee or to pay in advance a fee equivalent to a two month minimum (\$250.00). This deposit will be credited at \$125.00 a month against the 8% fee due for each of the first two months.

To provide Mental Health Management 45 days advance notice if this contract is to be terminated.

Mental Health Management Date

Date

LETTER OF AGREEMENT