

Center for Speech, Language and Learning, Inc.
6230 Tenth St. Suite 220
Oakdale, MN 55128
651-739-2300

PATIENT SERVICE AGREEMENT

Name of Patient: _____ **DOB:** _____

1. Our fees for services are billed on a monthly basis. The initial statement will contain a complete itemization of charges and will reflect payments to date. All charges are due and payable within 30 days of receipt. A finance charge of 1.5% per month (18% annually) will accrue on accounts 60 days or older.

2. It is the patient/parent(s)/guardian responsibility to inform Center for Speech, Language and Learning, Inc. of any and all changes in insurance information, including group policy number, identification number, phone numbers, address, etc. as soon as possible. Failure to do this could result in total patient responsibility for charges incurred.

3. An agreement has been made between therapist and patient/parent(s)/legal guardian regarding the frequency of therapy. This frequency has been determined to be most beneficial in order to maximize the therapeutic effect of treatment. Cancellations will compromise progress. Also, cancelled appointment times can be given to waiting patients. When the need arises to cancel an appointment, we request notification as soon as possible but no later than 9am the day of the appointment. We reserve the right to charge a fee of \$50.00 for missed appointments when appropriate notice has not been given. If there are frequent cancellations, the therapist may need to make a change in treatment frequency for the patient.

4. It is very important for the patient to be present when their appointment is scheduled to begin. Please call us if the patient is going to be late. If the patient is more than 25 minutes late for an appointment, the appointment will be cancelled and a fee of \$50.00 for missing the appointment will be assessed. If the patient is 10 to 25 minutes late for an appointment, we reserve the right to charge a fee of \$25.00 as this cuts into the therapist's time. If frequent tardiness is observed, the therapist may need to make a change in treatment frequency for the patient.

5. It is a courtesy of Center for Speech, Language and Learning, Inc. to allow parents/legal guardians or caregivers to leave the premises during their child's appointment. However, it is very important be back on the premises 15 minutes before the patient's appointment is scheduled to end so the therapist can discuss treatment with the parent/legal guardian or caregiver. If Center for Speech, Language and Learning, Inc. notices chronic tardiness in picking up children, we will begin asking the parent/legal guardian or caregiver to stay during the patient's treatment. Furthermore, we reserve the right to charge a fee of \$2.00 for each minute the patient's parent/legal guardian or caregiver is tardy in picking up the patient following the end of a scheduled appointment.

6. Additionally, Center for Speech, Language and Learning, Inc. realizes the parent/legal guardian or caregiver's time is important, and it is our sincere intention to honor all appointment times. On occasion, a delay or emergency will occur. For this reason, we may need to delay or reschedule the patient's appointment. If this occurs, notification will be given as early as possible. To expedite this process, we ask the parent/legal guardian/caregiver to provide us with a daytime telephone number for notification purposes.

7. If an emergency should occur during treatment, the therapist should know how to contact the parent or guardian by telephone. We will call 911 if there is an emergency unless a certified copy of a Do Not Resuscitate (DNR) order has been given to Center for Speech, Language and Learning, Inc.

8. Occasionally Center for Speech, Language and Learning, Inc. provides the training opportunity for graduate students from university programs in related professions, to complete practicum assignments under our therapists' supervision. We are committed to providing optimal therapeutic experiences for our clients as well as mentoring future colleagues. If your child has the opportunity to work with a graduate clinician you will be informed and will be provided the option to decline.

9. Center for Speech, Language and Learning, Inc. occasionally videotapes and/or audiotapes for uses exclusively for treatment and care. These videos and/or audiotapes are solely used by the therapist, and will remain confidential. Videos will not be released for any other purpose without prior knowledge or specific consent.

10. Parents or caregivers have the opportunity to participate in the patient's evaluation or treatment session.

11. Any questions or problems with services provided through Center for Speech, Language and Learning, Inc., should be directed to Laurie Johnson, Owner of Center for Speech, Language and Learning, Inc. We as providers will in no way retaliate because of a complaint.

Parent/Legal Guardian

Date