



## Payment and Cancellation Policy

Acceptable forms of payment are cash, check or credit card. Checks may be made out to Professional Therapy Providers, LLC. Returned checks will be subject to a \$30 charge. Invoices will be provided electronically via email each week.

### Cancellation Policy

Professional Therapy Providers will schedule your child to a standing weekly appointment time. This appointment time will be reserved for your child only, at the same time each week. Regular attendance is very important to the therapeutic process. As extensive preparation goes into each session, we ask for as much advance notice as possible when you need to cancel your appointment. Please notify your therapist at least 24 hours prior to your appointment time if you cannot attend. **There will be a \$50 charge for missed appointments with less than 24 hours notice given, except in the event of emergencies or sudden illness.**

Please note that the therapist maintains a limited number of time slots, and there is often a waiting list for available spots. Multiple no-shows and/or more than 3 cancellations not due to illness within a 3 month period will likely result in losing your time slot to the waiting list. Professional Therapy Providers reserves the right to terminate services.

I have read and understand the above Payment, Rate and Cancellation Policies.



---

Child's Name

---

Parent's Signature

Date



## Insurance Policy

We are happy to provide you with a detailed, itemized receipt containing the relevant diagnosis code (if provided by your physician) and the CPT treatment code that identifies the procedure(s) performed. The procedural codes that our therapists will use to bill are: 92506 = Speech Evaluation and 92507 = Speech Therapy. We can provide additional documentation in the form of evaluation and progress reports as needed by your insurer. You can submit these documents to your insurer for reimbursement as many plans will cover and reimburse treatment provided by a licensed SLP.

Speech therapy is often covered by private health insurance companies and Medicaid. Coverage varies greatly among providers and ***we strongly recommend that all patients with health insurance contact their provider directly to inquire about their specific benefits and coverage before their first visit.***

Some types of private insurance and Medicaid require a physician's referral or prescription. These must be obtained prior to your first visit. Another thing to note in contacting your insurer is that many provide benefits based on specific rates of reimbursement and a limited number of treatment visits; be sure to understand your policy and benefits. We strongly recommend you request all information regarding the specifics of your benefits in writing from your insurance company.

I have read and understand the above Insurance Policy.



---

Child's Name

---

Parent's Signature

Date