

OTTESEN THERAPIES

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GENERAL POLICIES AND PROCEDURES

Ottesen Therapies

"Building productive communication for life"

FEE SCHEDULE AND PAYMENTS

Ottesen Therapies' current fees are summarized on the enclosed sheet. Cost-of-living-adjustments (COLA) are made annually in January. OTTESEN THERAPIES clients are invoiced monthly and have three payment options: credit card auto-pay, or payment by check or cash.

CONSULTATIONS AND EVALUATIONS

A CONSULTATION is usually a one-visit appointment in which verbal feedback is provided and a chart note is completed. Consult sessions are billed at the time the service is provided and full payment is due at that time. A receipt is sent at the end of the month.

An EVALUATION is a more extensive assessment of speech, language and learning skills and often involves an extended appointment or several sessions. Verbal feedback is given AND a formal Evaluation Report is written and sent within two weeks. An invoice is sent at the end of the month and payment is due at the time of the evaluation.

TREATMENT, ATTENDANCE AND REPORTS

Monthly invoices for THERAPY are sent by the 3rd day of the following month. Payment in full is due within 15 days and by the next billing cycle. Payment problems (e.g., returned checks, insufficient funds) will result in a client's treatment program being discontinued until the account is current.

Regular ATTENDANCE is important for an effective therapy program. If a session needs to be cancelled, clients must provide 24 hours notice by leaving a message at (650)393-3135 or email to ottesentherapies@gmail.com. Messages may be left 24 hours/day, 7 days/week. Sessions not cancelled with 24 hours notice and "no show" appointments incur regular therapy charges.

If, for any reason, a guardian of a client of minor age leaves the premises during therapy, the guardian must be back on the premises ten minutes prior to the ending of a session to allow for maximal communication and transition of newly acquired information. A pattern or late pick-up may result in termination of services.

WRITTEN REPORT FEES include the time required to analyze data, summarize findings, formulate a diagnosis, offer recommendations and write the document. A written progress report is required for all clients at the completion of treatment; the report fee will be listed on the final invoice.

INSURANCE

HEALTH INSURANCE may partially cover speech-language therapy fees. Clients should consult their benefits administrator to determine coverage and clarify policy requirements. Ottesen Therapies does not bill or accept direct payments from insurance carriers—our clients pay all invoices monthly. Many clients submit insurance claims for PERSONAL REIMBURSEMENT. Invoices have been designed to expedite these claims and often provide additional information (e.g., chart notes) which insurance carriers may require. Clients are responsible for keeping all accounts current, despite pending insurance reimbursement.

Signature: _____

Date: _____

Printed name: _____

Relationship to client: _____