

January 2015

Dear Parents,

The beginning of each new year is the time that we go through an extensive checklist for updating patient information including patient identifying information, insurance, HIPAA, and attendance. We appreciate your patience in filling out new forms for us as we know you are also doing this at other medical facilities that you visit. It is our desire that you understand in detail our responsibilities and your responsibilities related to patient accounts, therefore our financial policy contains a great deal of details. Please review it carefully.

Our cancellation/attendance policy:

With this policy, comes our desire to serve your child and your family with increased consistency. Our focus and mission for your child is RESULTS. To achieve results, therapy attendance is imperative. Please review this carefully.

After reviewing all documents, please see a member of management if you have any questions. Please sign on each document where indicated. If you request it, our front office will be happy to give you a copy of each of the documents you sign for your records.

Thank you for the opportunity to work with your child and your family. We look forward to working with you this year.

Melanie McGriff, M.Ed., CCC-SLP

Owner/Clinical Director