



APPOINTMENT AND INSURANCE POLICY

Welcome to Washington Speech. Your speech-language pathologist reserves your appointment time exclusively for you or your family member.

If you are unable to keep your appointment, please call your clinician to cancel ***twenty-four hours before*** your appointment time (including weekends). If you do not give the required notice of cancellation, **you will be responsible for paying a \$50.00 fee.** If you miss an **evaluation visit** **you will be responsible for paying a \$150.00 fee.**

(please initial here)_____

Insurance can be confusing and time-consuming for everyone. Although we may participate with your insurance company our primary relationship is with you, our patient. If, for any reason, your insurance company does not pay for services rendered by our practice, you, the patient, are solely responsible for the balance, unless your insurance company advises us otherwise.

You are ultimately responsible for knowing and understanding your insurance policy, its benefits, exclusions, limitations and the need for referrals, if any.

(please initial here)_____

Washington Speech contracts with Physician Associates to provide billing and billing related services. Documents you receive from your insurance company, including Explanation of Benefit forms, will show Physician Associates as the provider. Physician Associates, as part of its service, sends bills to our patients and responds to billing questions. You may, at any time, contact us directly with billing questions.

Every member of the Washington Speech team is dedicated to providing the best care for our patients and being responsive and respectful to the patient and their family members. Our door is always open and we welcome your questions or comments.

_____/_____/201_____
Please print name Signature Date