



## Financial Policy

*The staff at TDS Speech Pathology Associates, Inc., Center for Communication & Social Learning is committed to providing our clients with the best possible care. Your clear understanding of our financial policy is important to the success of our relationship with you, and we are pleased to discuss our professional fees with you at any time. We have prepared the following information to assist you in your planning. We ask that you sign and return this policy to our office at the time of your first visit.*

### **For our clients covered by insurance:**

We are happy to file the forms necessary to see that you receive the full benefit from your coverage; however, we cannot guarantee any estimated coverage. Because your insurance policy is an agreement between you and your insurer, we ask that our patients be directly responsible for all co-payments and pay the estimated patient responsibility at the time of service.

We remind you that the criteria we use to establish our fees do not necessarily correspond with the criteria used by your insurer; for that reason, you may be responsible for amounts not covered by your policy.

The filing of initial claims is a part of our regular service. In the event of a claim being denied, we will be happy to provide support in the appeals process, but such appeals must be generated and submitted by the client. Our support can include generating documentation and help with understanding the appeals process, but this help will be billed at the rate of **\$40.00 per hour**. Although we will do everything possible to see that you receive your maximum benefit, please be aware that we will expect payment in full from you if we have not received an insurance payment within sixty (60) days of treatment. Also, be aware that all patient liability that remains in arrears after that 60-day period will be subject to a service charge of 1.5% per month until paid in full.

### **Regarding co-payments and out-of-pocket expenses:**

Payment is expected at the time of service for individual services and after-school groups. In the event that payments fall behind, we reserve the right to suspend services until your account is paid in full.

Summer groups will be billed in two (2) installments, with the first payment due by the first day of group and the second payment due no later than the midpoint of the summer group session. Due to staffing commitments and limited slots, we will not be able to offer discounts for families that need to miss a week or two because of family vacation schedules and the like.

### **Payment options:**

We accept payment by cash or check. A **\$25.00 fee** will be charged for any check returned by the bank.

Thank you for reviewing our financial policy. Please contact us with any questions.

***My signature below indicates my acceptance of the financial policies set forth by TDS Speech Pathology Associates, Inc.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date