

**MICHELLE SOLOMON, M.A., CCC-SLP, PC**

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**CHILD'S NAME:** \_\_\_\_\_ **CAREGIVER'S NAME:** \_\_\_\_\_

*Please carefully* review the company policies below. They will be in effect from September 1, 2023- August 31, 2024 for all clients. These policies apply to all therapists working at the company and in all locations including via Teletherapy.

**PLEASE INITIAL ON THE LINES PROVIDED**

**CANCELLATION POLICY:**

A full 24 hours' notice is required to cancel a session. **All 'no-shows' (at the office/home and via Teletherapy) will be charged a full session fee.** Make up sessions may be offered at the discretion of the treating therapist.

Excessive cancellations (more than 2-3 times a month) may result in a trial period of 30-60 days. A client may be asked to take a break until attendance can improve.

**Initial for cancelation policy:** \_\_\_\_\_

**PAYMENT:**

Invoices will be emailed within the first week of the *following* month. **Full payment is expected within 21 days of the invoice being received.** If you are unable to pay the balance within the 21 days you **MUST** let us know. **ONE email reminder will be sent about payment.**

If we are not informed and payment is not made within the 21-day period, a **late fee of 4% will be automatically applied and a new invoice will be sent.** Please communicate with us. We DO NOT want to apply late fees!

**Initial for payment policies:** \_\_\_\_\_

## **ADDITIONAL CHARGES:**

There are times when an additional fee may be charged. The fee will be prorated based on the session fee and will also be determined by the amount of time spent by the clinician. These times include but are not limited to:

Attending a team meeting  
Visiting a school  
Testifying via phone  
Meeting with another therapist outside of our session slot to co-treat  
Touring schools

If we are asked to do something other than what is listed above and there is a charge, we will let you know in advance.

**Initial for additional charges:** \_\_\_\_\_

## **INSURANCE REIMBURSEMENT:**

If you are seeking reimbursement from your insurance company, invoices must be submitted within **30-60 days** after being received. If submitted within the first 30-60 days, there will be no charge for requested paperwork. **If submitted after 30-60 days, there may be a charge based on the amount of time required to complete the request.**

**Initial for insurance reimbursement:** \_\_\_\_\_

**REPORTS/PROGRESS NOTES:** A minimum of 2 weeks must be provided to receive a report by a requested due date. If less than 2 weeks is given the detail and length of report may be compromised due to the large number of reports requested each month.

**Initial for reports/progress notes:** \_\_\_\_\_

Thank you for taking the time to review these company policies. Your understanding and cooperation are appreciated. We look forward to working together!

Michelle Solomon and Associates