

Additional Service Request Form

Child's Name _____ Today's date: _____

Date Service will be performed: *With very few exceptions, no later than 3 weeks from the date this form is received by our staff.*
Requests for service sooner than this timeframe will be considered on a case-by-case basis, depending upon the time required to complete the task, and the availability of the staff members. In general, we are unable to fulfill requests without the 3 week notice. Please indicate if this is a rush request and we will let you know the soonest we can expect to deliver this service to you.

Parent Requesting Service: (Sign Here) _____

Which SLP should be scheduled to perform this service?

- | | | |
|--|---|--|
| <input type="checkbox"/> Kristen White | <input type="checkbox"/> Richard Monari | <input type="checkbox"/> Sharon Lau |
| <input type="checkbox"/> Amber Antle | <input type="checkbox"/> Fiona Poon | <input type="checkbox"/> Grace Hedgecock |
| <input type="checkbox"/> Laurel Cuyler | <input type="checkbox"/> Colleen Diaz | <input type="checkbox"/> Leslie Liu |
| <input type="checkbox"/> Lexie Li | <input type="checkbox"/> Emily Guenin | |

I would like the following services performed, which are billed and payable at the time of the request as follows:
(PLEASE CHECK OFF YOUR REQUEST)

Professional Documentation/Correspondence/Preparation of Materials by SLP: \$162 per item below:

- Description/review of how the child is doing with each of his/her goals (*one-two pages maximum*)
- A list of supplemental testing performed with results (If further explanation is required, such as revised goals, summary, etc, then a full progress report fee is required)
- An update to another professional/parent in writing that describes how the child is performing during therapy sessions (*approximately one page*)
- Extra instructions to other professionals/preparation of materials by parent request (*approximately one page*)
- Preparation of a special book or project to individualize instruction for a child (*max 45 minute preparation*)
- Preparation of summer/vacation or extra "packets" or materials/photos for extra review and practice above and beyond suggestions that are normally provided for reinforcement of a therapy session (*maximum 45 minute preparation*)

Short Initial Treatment Plan/ Short Progress Report/Discharge or Exit Summary : \$324

(Includes a brief history paragraph, summary paragraph of therapy approach/prognosis, diagnosis, goals and is required and requested by most insurance companies; no formal testing scoring/interpretation) *2-3 pages and is not coded as an assessment*

Any Insurance Response or Letter (from front office only):

- One paragraph response/documentation from our existing files by our front office staff- **No Charge**
- 1 Page- **\$108** (Includes responding to denials if parent requests, clarification requested by insurance company, etc.)

Progress Report or any Written Discussion of a Child's Performance/Program for Group Therapy

- One Paragraph with a quick explanation of overall progress with the group's goals: **\$162**
- Description of how the child is doing with each of the goals that were set for his/her particular group: **\$324**
2-3 pages (considered the same as a short progress report)

In-Person Meeting, Consultation and/or Observation in Other Settings (such as a school, home)

- In-person meeting: Time is calculated from our office in Cupertino to the meeting/observation site and back, as well as the time spent there. Fees are 1.5 times our usual hourly rate, with a 2 hour *minimum* charge of \$648.

E-mails, Phone, Zoom Conversations or Meetings:

- First 10-15 minutes- **No Charge** (*4 per calendar year without charge per client; after that, client is billed for each contact requested*)

- Each additional 15-minute interval-minimum **\$54** (*each per email or phone conversation with parent professional, prorated up as needed on behalf of a client*)

AAC (Augmentative and Alternative Communication)-Related Fees

- Assessment (includes report, orientation with parent/child) \$800
- Assessment with AAC app (\$1000-\$1100 depending on the app)
- Assessment with AAC and comprehensive speech/language \$2200
- Training for family member or professional \$162 (45 minutes) to \$216 (60 minutes)
- Remote (online) attendance at a meeting (prorated at our current hourly rate of \$216)
- In-person meeting: Time is calculated from our office in Cupertino to the meeting site and back, as well as the meeting time. Fees are 1.5 times our usual hourly rate, with a 2 hour minimum charge of \$648