

# Additional Service Request Form 2024

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"/> Colleen Diaz    | <input type="checkbox"/> Leah Schaier |
| <input type="checkbox"/> Lexie Li       | <input type="checkbox"/> Emily Guenin    | <input type="checkbox"/> Laurel Cuyle |
| <input type="checkbox"/> Richard Monari | <input type="checkbox"/> Sharon Lau      |                                       |
| <input type="checkbox"/> Fiona Poon     | <input type="checkbox"/> Grace Hedgecock |                                       |

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: \$170 per item below:

- Description/review of how the child is doing with each of his/her goals (*one-two pages maximum*)
- 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: \$340**  
(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) *3-5 pages*

- Report: \$340(e.g. for IEP, other professionals) 3-5 pages**  
*Please let us know what information you would like in the report:*

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### 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- **\$113** (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: **\$170**
- Description of how the child is doing with each of the goals that were set for his/her particular group: **\$340**  
*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 \$678

**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 **\$57** (*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)
- Training for family member or professional \$170 (45 minutes) to \$226 (60 minutes)
- Remote (online) attendance at a meeting (prorated at our current hourly rate of \$226)
- 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 \$678.