



Formerly Hamaguchi & Associates

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Additional Services Request Form

Child's Name _____ Today's Date: _____

Date you are requesting to have this service done: _____

Date Service will be performed: *With very few exceptions, this date should not be requested any sooner 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 (Print Name) _____

Parent Requesting Service: (Sign Here) _____

Which SLP should be scheduled to perform this service?

- ☐ Kristen White
- ☐ Ping Lau
- ☐ Richard Monari
- ☐ Fiona Poon
- ☐ Emily Guenin
- ☐ Sharon Lau
- ☐ Laurel Cuyle
- ☐ Mary Estrella
- ☐ Radhika Kadakia
- ☐ Chelsea Miranda
- ☐ Dakota Noble

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: \$177 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: \$354

(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: \$354 (e.g. for IEP, other professionals) 3-5 pages**

Please let us know what information you would like in the report:

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- **\$118** (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: **\$177**
- ☐ Description of how the child is doing with each of the goals that were set for his/her particular group: **\$354**
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 \$708

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 **\$59** (*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 \$177 (45 minutes) to \$236 (60 minutes)
- ☐ Remote (online) attendance at a meeting (prorated at our current hourly rate of \$236)
- ☐ 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 \$708

