

THERAPY ZONE 4 KIDZ

Fees and Policies

Thank you for allowing **THERAPY ZONE 4 KIDZ** to help your child. I strive to provide excellent care in helping your child succeed in play and in life. I aim to provide a high quality of service to the child and their family.

Services Available and Fees

Assessments

Each child that receives services with **THERAPY ZONE 4 KIDZ** is required to have a recent assessment of their skill level. A report from another occupational therapy agency, completed within 6 months of therapy start date, would be sufficient. If no current assessment has been completed, we will schedule one of the following options listed below to be completed during the child's first session:

1. Evaluations/Consultations with Report: \$600

An evaluation includes direct treatment with a minimum of 2 hours of testing using standardized tests, as appropriate, and clinical observations. Also included is a record's review and consultation with the parents/caregiver and other team members (per requested) in order to gain more information about the child. A comprehensive written report will be provided which will include a one hour parent conference to discuss test results and plan for therapy. Half of the assessment cost is due on the first day of assessment with the remaining balance due once the report is complete.

2. Observation/Consultation without a Report: \$300

Includes 45-60 minutes of clinical observations and informal testing of your child (no standardized tests will be performed) followed by a 45-60 minute parent conference which would be to discuss the results of the observation (no written report is included).

**This option is discouraged if planning to receive insurance coverage. Insurance companies often require an initial assessment report and goals.*

Individual Therapy: \$120 per session

Individual therapy consists of a 50 minute direct therapy hour. The remaining 10 minutes will be used for documentation of the therapy session and/or any extra clean-up or set-up time that is required for a child. There may be times when extra time is needed to consult with the therapist and/or share pertaining information with the therapist. On such occasions, time should be set aside within the 50 minutes treatment time to discuss any questions or information you may have. Please see "Additional Consultation" for other options.

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Additional Consultation: \$120 per hour

If additional consultation time is needed, with family or another team member, it will be billed at the hourly rate. This consultation time can be scheduled as a phone conference or a separate meeting. This charge will be added to payment on your child's next session.

First Session Rate (\$180 for first session, \$120 for each session thereafter)

When an assessment from another agency is provided, there is a one time fee for the first session. The first session is charged at a higher rate to cover chart review, phone interview, treatment planning and therapy planning time. This is only a one time fee and the standard hourly rate will apply to therapy sessions thereafter.

Registration Fee: \$240

There is a one time fee of \$240 due in full within the first month of your child's therapy service. The registration fee will be applied to the last two visits upon discharge from **THERAPY ZONE 4 KIDZ** (therefore, you will not be charged for the last two sessions).

The first two weeks of therapy will be on a trial basis. If within this time, if it is determined by the therapist that the clinic is not a good match for your child, and any portion of the registration fee has been paid, your registration fee will be reimbursed.

If the family opts to discontinue services for any reason, two weeks notice must be given, at which time the registration fee will be used for the remaining two sessions.

Reports (Progress Reports or Reports needed for Insurance Reimbursement): \$120/hr.

Written reports requested will incur a charge based on the hourly rate. It is asked that at least two weeks be given to complete the requested document.

School Consultation \$150 per hour

School consultations, trainings or attendance to IEP meetings can be scheduled and will be billed at the hourly rate. Travel time, after the first 15 minutes, that is accrued to attend a meeting will be billed at \$150 per hour for these meetings. Every effort will be made to accommodate your request: however please note that this is based on therapist's availability.

Policies

Payment

Payment is due at the time of service in the form of cash or check. **THERAPY ZONE 4 KIDZ** does not directly bill insurance companies. This is the responsibility of each family. At the time of payment you will receive a receipt that includes treatment codes that can be used for reimbursement. Insurance coverage is not guaranteed for occupational therapy and varies among insurance companies and plans.

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In the event of a returned check, you will be notified and alternate payment will be due within 10 business days of being notified. You will be responsible for any bank charges incurred during this time.

Any balance past due by more than 30 days shall be subject to interest charges of 10% and a possible discontinuation of service. Non payment of services that are 6 months delinquent may be reported to a collection agency.

No Shows/Cancellations

The full cost of a session will be billed if an appointment is missed without notice or sufficient notice. Cancellations require at least 24 hours notice, less than 24 hours notice will incur a charge of the full therapy session. This missed session will count towards your allowable absences. If your child is sick please see "cancellations due to illness".

Cancellations Due to Illness

You may not know that your child is sick until the morning of your appointment. Please make every effort to notify the clinic, leaving a message if there is no answer, no later than 7:30 a.m. on the day of your appointment. A fever indicates your child is sick and also contagious. If your child has a fever the day before your appointment, it is necessary that the appointment be cancelled. If possible, please call the day before to notify the clinic and to cancel your appointment. This cancellation will count towards your 1 allowable cancellation. Please see "Missed Sessions" section for more information.

Missed Sessions

There are times when you may need to cancel your therapy session due to illness, vacation, schedule conflict etc. Due to the high demands of running a clinic and in order to avoid rate increases, I must ensure that my scheduled treatment times are filled. You are allowed to cancel 2 sessions during the fall semester, 1 session during the spring semester and 1 session during the summer without any penalty. Any cancellation beyond the limit will incur a charge of ½ the regular session rate. Cancellations in excess may result in a discontinuation of therapy.

- Fall Session: September -February
- Spring Session: March-May
- Summer Session: June-August

The clinic will be closed for the following holidays:

- Thanksgiving (Thursday and Friday)
- 2 weeks for the winter holiday (December/January)
- Memorial Day
- Fourth of July
- Labor Day
- **Winter break (scheduling an appointment is optional)
- **Spring Break (scheduling an appointment is optional)

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** Dates are in conjunction with Morgan Hill school district. For the weeks of optional scheduling, cancellations for that week will not count towards a missed session. However, once a session is scheduled for that week, any cancellation or no show will be counted as such.

Late Pick-up

The therapy sessions typically run back to back, therefore, it is very important for you to be at the clinic at the end of the session to pick up your child. If you plan to leave the clinic for your own personal time, your cell phone number is requested in case of an emergency. Therapy sessions run 50 minutes in length, in the event that you are late to pick up your child, you will be charged at the regular therapy rate for any time beyond the initial 50 minutes. This policy is in place for your child's protection given that there will be no one to supervise your son or daughter during another child's therapy session.

Discontinuation of Service/Refusal of Service

If you choose to discontinue therapy, you will need to provide at least two weeks notice prior to your last therapy session. The last two weeks of therapy will be covered by your registration fee. Any cancellation within that time, for whatever reason, will be billed using the registration fee. Service may be refused or discontinued due to non-payment, aggressive behavior, lack of progress or lack of cooperation of the child or parent.

Waiting Room Policy

In order to maximize therapy space **THERAPY ZONE 4 KIDZ** does not have a typical waiting room. To maintain privacy for families, **PLEASE DO NOT ENTER THE BUILDING UNTIL 5 MINUTES PRIOR TO THE START OF YOUR SCHEDULED THERAPY TIME.** For safety concerns and to maintain the flow of the therapy session, siblings are not allowed in the gym space during your child's therapy time. There are many places close by to visit (i.e., park, coffee shop, 7-11 etc.). Parents are invited to their child's therapy session. This is, however, dependent on your son or daughter's behavior in the session while the parent is in the room. In some instances having a parent present can disrupt or distract the child thereby limiting the ability to maximize his learning in the session.