4700 Massillon Rd PO Box 667 Green Oh 44232
P. 3308969119 F. 3308961185
admin@communityspeechservices.com

COMMUNITY SPEECH SERVICES

Name: _____ Date of Birth: _____
Address: _____ City: _____ Zip:_____
Home Phone: _____ Email : _____
How were you referred to our office? _____
Marital Status : __Single __Married __Widowed __Divorced Spouse's Name : _____

Place of Employment : _____

Names of Physicians who are currently being seen (if applicable):

Primary Care Physcian: _____ Phone Number: _____
ENT: _____ Phone Number: _____
Other: _____ Phone Number: _____

Background Information

Describe your problem as clearly as you can: _____
_____
_____

When did symptoms begin? _____
Any known cause? _____

How has this difficulty impacted your life?
_____

Have you had any previous speech, language or hearing evaluations? ___ Yes / ___ No
-If so, when and where? _____

Are you presently taking any medication? _____

Hobbies/Activities you enjoy? _____

Additional information which may be helpful in the evaluation:
_____
_____
_____

COMMUNITY SPEECH SERVICES

Insurance Information

Primary Coverage - Name of Insurance: _____

Subscriber Name: _____ Date of Birth: _____ SSN: _____

Member/Policy ID # : _____ Group # _____

Secondary Coverage - Name of Insurance: _____

Subscriber Name: _____ Date of Birth: _____ SSN: _____

Member/Policy ID # : _____ Group # _____

** **Please note that verification of your insurance coverage does not guarantee benefits or payment. All claims are subject to your plan(s) limitations and exclusions. Please refer to your insurance policy or contact your insurance company regarding specific coverage issues/limitations. We will work with your insurance company to provide a quote of your expected out of pocket expenses, but as stated by most insurance companies, quoted benefits are not a guarantee of payment because they can be incorrectly stated and are not considered accurate until the claim has been processed and you have been issued an Explanation of Benefits. Because of this, health care providers can often be the last to know if we have been misinformed as we wait for final claims processing. Ultimately, you are responsible for the total cost of services provided at this facility. ****

Fees: Evaluation $250 Speech Therapy $60 per session ****copays are due at the time of service****

Acknowledgement:

I understand the above statements and understand that it is the member's responsibilty to know coverage and limitations on their personal insurance. I hereby agree to make payment in full if my insurance company denies coverage/claims.

I agree to pay Community Speech Services, Inc. any amount which has not been paid to Community Speech Services, Inc. by any third party insurer.

_____ _____

Responsible Party's Signature Date

Responsible Party's Name (print): _____ Date of Birth: _____

Attendance Policy

A 24 hour cancellation notice is required, or a $25 fee will be charged. We understand emergencies and sickness arise, and we will attempt to re-schedule your appointment so you/your child will not miss therapy, and the fee will be waived.

A client who **fails to attend 2 consecutive appointments** without a phone call or notification, or **cancels 3 consecutive appointments**, will be removed from the schedule. Once removed, the client may call weekly for any cancellations/openings that week or they may be added to our waitlist for the next available therapy timeslot if able to attend regularly scheduled sessions again.

An **attendance rate of 70% or below may result in dismissal from therapy**. It should be noted that every attempt will be made to accommodate the client's schedule to ensure continuation of services.

If a client is unable to attend therapy for a period of 30 to 60 days they may request a temporary dismissal from therapy. Once able to attend regularly, they can call and schedule therapy again.

_____ _____

Signature Date

COMMUNITY SPEECH SERVICES

PRIVACY PRACTICES/ CONSENT TO TREAT/ PAYMENT

I have received a copy of Community Speech Services NOTICE OF PRIVACY PRACTICES, effective January 2018.

I also give consent for Community Speech Services to treat my child based on the plan of treatment disclosed to me at the time of the evaluation or first treatment.

I agree to pay Community Speech Services, Inc. any amount which has not been paid to community speech Services, Inc. by any third party insurer.

_____ _____

Parent Signature Date

I give permission to be photographed/videoed for our website or learning purposes:

___Yes ___No Signature: _____ Date: _____

EMERGENCY CONTACT

Client Name: _____

Contact Name: _____ Phone: _____

Contact Name: _____ Phone: _____

COMMUNITY SPEECH SERVICES

Permission to Release Information

I hereby give permission to Community Speech Services to release diagnostic and/or therapeutic information concerning:

Name of Client: _____ Date of Birth: _____
Address: _____

to:

1.Physician(s)_____ _____
_____ Date
_____
_____

2. Insurance _____ _____
_____ Date
_____
_____

3. School/Employer_____ _____
_____ Date
_____
_____

I UNDERSTAND THAT NO VERBAL OR WRITTEN INFORMATION WILL BE RELEASED WITHOUT WRITTEN PERMISSION.

_____ _____
Parent/Guardian Signature Date

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COMMUNITY SPEECH SERVICES

Permission to Obtain Information

I hereby give permission to Community Speech Services to request diagnostic and/or therapeutic information concerning:

Name of Client: _____ Date of Birth: _____
Address: _____

Information being requested: _____
_____
_____

from:

1.Physician(s)_____ _____
_____ Date
_____
_____

2. Insurance _____ _____
_____ Date
_____
_____

3. School/Employer_____ _____
_____ Date
_____
_____

_____ _____
Parent/Guardian Signature Date

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COMMUNITY SPEECH SERVICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

PLEASE READ CAREFULLY.
We are required by law to maintain the privacy of protected health information (PHI) and to provide individuals with notice of our legal duties and privacy practices with respect to PHI. We are required to follow the practices described in this Notice.We reserve the right to change our privacy practices and the terms of this Notice at any time. If we change our notice, we will post the revised notice in the facility and will have them available upon request. You can receive a copy of the current notice at any time.This Notice describes how we have extended certain protections to your PHI and how, when, and why we may use and disclosure your PHI. With certain exceptions, we will use or disclose your PHI in the minimum necessary manner to accomplish the intended purpose of the use or disclosure. We will share PHI as is necessary to provide quality health care and receive reimbursement for those services as permitted by law. To the extent there is stricter Ohio or federal law regulating the privacy of your PHI, we will comply with the stricter provisions of law.

USES AND DISCLOSURES OF YOUR PROTECTED HEALTH INFORMATION
We are committed to maintaining the confidentiality of your health information. Your health information may be used and disclosed for purposes of treatment, payment, and health care operations. Outside of these permitted uses, we must have your written and signed authorization unless the law permits or requires the use or disclosure without your authorization.You have the right to revoke that authorization in writing except to the extent any action has been taken in reliance on the authorization.

Treatment, Payment, and Health Care Operations. With your consent and authorization, we may use and disclose your health information for purposes of treatment, payment, and as otherwise necessary and permitted by law, for our health care operations. This may include disclosure to another health care provider who, at the request of your physician, becomes involved in your treatment, for purposes of approval of reimbursement from your health plan, or for audit purposes, we may disclose to our accountant or attorney.

Business Associates. It may be necessary for us to provide your health information to certain outside persons or entities that assist us with our health care operations, such as auditing, accreditation, legal services, etc.These business associates are required to properly safeguard the privacy of your health information.

Appointments and Services. We may contact you to provide appointment reminder, information about treatment alternatives, or other health-related benefits and services that may be of interest to you.

USE AND DISCLOSURES REQUIRING YOU TO HAVE AN OPPORTUNITY TO OBJECT.
Family and Friends. We may use our professional judgment when disclosing your health information to designated family, friends, and others who are directly involved in your care or in the payment for your care, unless you object. If you are unavailable, incapacitated, or in an emergency medical situation, and we determine that a limited disclosure may be in your best interest, we may share limited health information with such individuals without your approval.

USES AND DISCLOSURES OF PHI.
We may use or disclose medical information about you without your prior authorization for several other reasons. Subject to certain requirements, we may give out medical information about you without prior authorization for public health purposes, accrediting organizations such as JCAHO, required abuse or neglect reporting, health oversight audits or inspections, research studies, funeral arrangements and organ donations, worker's compensation purposes, and emergencies. We also disclose medical information when required by law, such as in response to a request from law enforcement in specific circumstances or in response to valid judicial or administrative orders. We may use or disclose your medical information. We may use or disclose your medical information for research purposes but only with your prior authorization or a proper waiver of authorization form the IRB or Privacy Board.

YOUR RIGHTS REGARDING YOUR PROTECTED HEALTH INFORMATION
Restrictions on Use and Disclosure of Individual Health Information.You have the right to request that we restrict how we use and disclosure your health information. These restrictions must be made in writing and signed by you or your representative.We are not required to agree to your restrictions. We cannot agree to limit uses/disclosures that are required by law. In the event of a termination of an agreed-to restriction by us, we will notify you of such termination. You may terminate, in writing or orally, any agreed-to restriction by sending such termination notice to the Privacy Official.

COMMUNITY SPEECH SERVICES

Access to Individual Health Information. You have the right to inspect and copy your health information. All such requests must be made in writing and signed by you or your representative. A reasonable per page fee will be assessed if you request a copy of the information.There will also be a charge for postage if you request a mailed copy and, if requested, for preparation of a summary of the requested information. You may obtain a Request for Access form from the Privacy Official.We will respond within 30 days unless an extension is taken. In certain circumstances, you may not be permitted access. Depending on the circumstances, you may request a review of the decision to deny access. If we deny your request, you will be given written notice that will explain the basis and your right to appeal.

Amendments to Individual Health Information. You have the right to request that your health information be amended or corrected. We will respond within 60 days unless an extension is taken. In certain cases, we may deny your request for amendment and you will be given written notice that will explain the basis and your right to appeal, which will be appended to your health information. You may also submit a statement of disagreement and we may prepare a rebuttal that will be provided to you. All amendment requests must be in writing, signed by you or your representative, and must state the reasons for the amendment. If we make an amendment, we may notify others who work with us and have copies of the un-amended record if we believe that such notification is necessary. You may obtain a Request for Amendment form from the Privacy Official.

Accounting for Disclosures of Individual Health Information. You have the right to receive an accounting of certain disclosures of your health information made by us after April 14, 2003. Requests must be made in writing and signed by you or your representative. Request for Accounting forms are available from the Privacy Official. The first accounting in any 12 month period is free; you will be charged a reasonable fee for each subsequent accounting within the same twelve month period. The right to receive this information is subject to certain exceptions, restrictions, and limitations.

Confidential Communications. You have the right to request that medical information about you be communicated to you in a confidential manner, such as sending mail to an address other than your home, by notifying us in writing of a specific way or location for us to use to communicate with you.

Right to a Paper Copy. You have the right to receive an additional paper copy of this or any revised Notice and/or an electronic copy by email upon request to the Privacy Official.

How to Complain About Our Privacy Practices.
If you believe that we may have violated your privacy rights, or you disagree with a decision about your PHI, you may file a complaint with the Privacy Official listed below. You may also file a written complaint with the Secretary of the U.S. Department of Health and Human Services at 200 Independence Avenue, SW, Washington D.C. 20201 or call 1-877-696-6775. There will be no retaliation for filing a complaint.

If you have questions about this Notice or any complaints about our privacy practices, please contact:
Sara E. Wolosiansky, Director
Community Speech Services
4700 Massillon Road, P.O. Box 667
Green, OH 44232
(330) 896-9119
This notice is effective April 14, 2003.