

Speech, Accent, & Language Training Institute, LLC
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P.O. Box, 397, Windsor, NJ 08561
856-873-1674

PATIENT INFORMATION AND PRACTICE POLICY STATEMENT

Thank you for choosing this practice for your speech and language therapy services. Please take a moment to review the following information regarding our treatment policies. Please feel free to ask any questions.

WHAT WE DO

Our mission is to provide high-quality services, to identify difficulties in communication, and assist our clients in improving their speech and language skills so that they can become more effective communicators. SALT, LLC utilizes a team approach that includes the expertise of parents, teachers, and healthcare professionals to ensure the success of our clients. SALT also provides accent reduction workshops to non-native English speakers and individuals with regional dialects. Our goal is to help our clients develop the skills needed to become confident English speakers and effective communicators.

SCHEDULING AND PAYMENT POLICY

Our appointments are 40 minutes to one hour long. If you are late for an appointment, your session will end at its regularly scheduled time. However, if for any reason, your appointment does not begin on time due to our lateness be assured that you will receive the full amount of your therapy time. If you must cancel an appointment, please give at least 24 hours advance notice by leaving a message on the number provided to you (856-873-1674). You can call via What's App if you are out of the country. Forgotten appointments or last-minute cancellations, unless it's an emergency or unexpected illness) will be assessed at the usual fee.

The fee for each session is due at the time of the session and may be paid by cash, Venmo, or Zelle. Electronic payments will be accepted for online tele-therapy. Please let us know your preferred payment method. We are unable to allow large balances to build up. If your account is more than 30 days in arrears and suitable arrangements for payment have not been made, we have the option of suspending or discontinuing treatment. In the event of an unpaid bill, legal means may be used to secure payment, including collection agencies or small claims court. In most cases the only information that is released is the client's name, the nature of services provided and the amount due. We do not submit claims to your insurance company. However, we will provide you with an invoice that you can submit for payment to your insurance. It is the patient's responsibility to use the invoice to make claims to their insurance company.

OFFICE VISITS

It is our policy that children who receive speech services in our office must be accompanied by an adult. Parents may not drop their children off and return after the session to pick them up.

CONSENT FOR TREATMENT

By signing below, you are stating that you have read and understand this policy statement and that you have had any questions answered to your satisfaction. I accept, understand, and agree to abide by the contents of this agreement and further, consent to participate in the evaluation and/or treatment. I understand that I may withdraw from treatment at any time

PRINT Name of Patient/Guardian

Date

Signature of Patient/Guardian

Date