



Kelly A. Smith, M.S. CCC-SLP  
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## Welcome to Time to Talk!

I am excited to meet you and offer exceptional therapy services to help your child reach his or her greatest potential. Below you will find information regarding therapy and billing policies. Please review in detail and return this form at, or before, your next appointment. You will receive a copy of this signed document upon return.

### **General Policies**

Time to Talk provides services in the home, daycare, school, or clinic setting depending on the needs of your child. Regardless of the setting, services are most productive when conducted in a quiet area that is not a busy traffic area. A playroom or living space that is separate from the distractions of family life would work well. I will bring all of the materials needed for therapy. Sometimes, however, it is to your child's benefit to use toys, games, or objects in the home that are familiar. I will assist you in selecting toys that are developmentally appropriate or helpful during our sessions. Additionally, if the weather is permitting, therapy can also be conducted outside (e.g., playground, backyard) to make therapy even more functional and engaging.

During therapy, parents are welcome to observe (and sometimes take part in the session) unless it proves to be counter-productive. If it is best for the child to work independently from you, you may listen from another part of your home or make yourself comfortable in the clinic waiting area, depending on your therapy setting. Please understand that I will make recommendations regarding observers based on my clinical experience and my desire to provide the most effective therapy. If services are provided in the clinic setting, you are welcome to run a quick errand during therapy sessions, however, it is necessary for you to return at least 10 minutes prior to the end of your child's session. Sessions run on the therapeutic hour, which is 50 minutes, unless otherwise agreed upon. This allows for me to document the session, review briefly what we worked on and answer any questions, as well as, clean up the area and prepare for my next client. If you need additional time to discuss therapy techniques or progress, we can set up a separate consultation time for which you will be billed accordingly (see billing section).

It is my preference that siblings do not accompany parents during observations of therapy sessions as it may be distracting to your child. If siblings are in the home during the session, please be sure they are in another part of the home with parent supervision. Occasionally, , siblings or peer models will be invited to



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be a part of the therapy session to work on social and communication skills. I will discuss this with you on an individual basis and determine if it will benefit your child's treatment.

#### **Billing Information & Policies**

Below you will find information regarding our billing policies. Please review in detail and return this form at, or before, your next appointment. You will receive a copy of this signed document upon return.

#### **Evaluation - \$235**

This includes the time involved in reviewing background information, completing an evaluation, scoring tests, writing evaluation report and treatment plan. If further sessions are needed to complete the evaluation, sessions will be billed at regular therapy rate.

#### **Individual Therapy - \$115**

This includes the time involved in therapy contact, and documentation. Session length will be determined to best suit your child's needs. Sessions are based on a therapeutic hour which is 50 minutes. This standard procedure allows for clean up, chart notes, and setup for the next session. All appointments begin at the agreed time. If you and your child arrive late for the appointment, the session will be billed at the hourly rate starting from the original appointment time. Please call us if you are running more than 10 minutes late. Any notes or emails to team members or parents/caregivers that are requested by you will be written within your child's session time (e.g., a 50-minute session will end in 45 minutes to allow for an email/note).

#### **Meetings and Consultations - \$115 per hour**

Fee includes providing therapeutic information on the child, recommendations, training, documentation, and travel expenses, if applicable. Initial phone consultations/intakes are free of charge. Phone consultations are billed after the first 15 minutes.

#### **Group Therapy - \$75**

These sessions will be formed on an as needed basis and as time and space allow. Fee includes preparation, the time involved in therapy contact, and documentation.



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**Mileage Charge - \$10 if you live beyond 15 miles from Time to Talk.**

If you live beyond 15 miles from Time to Talk home base, a mileage charge will be added to your fees. This fee is not billable to your insurance and is due at the time of service.

**Cancellation Fee (if cancel without 24 hours notice) - \$75**

Cancellation Policy - Please call to cancel if your child has any of the following symptoms:

- persistent runny nose -- If your child has a minor cold, please call to discuss as early as possible prior to your child's appointment.
- thick nasal discharge or mucous – this can signal infection
- persistent cough
- elevated temperature/fever
- sore throat or swollen glands
- vomiting twice or more in the last 24 hours
- unexplained rash or spots
- unusual fatigue or generally not feeling well. This is a legitimate reason to cancel
- a session, as your child will not benefit from the session.

It is very important to call Kelly if you are not sure whether your child should participate in the session. Working with a sick child poses a health risk to the therapist and other clients. If your child appears with any of the above symptoms upon arrival of the appointment, he/she will not be seen and the session will be billed at the private pay rate of \$115. This charge cannot be billed to your insurance company and must be billed to you.

If you need to cancel an appointment, please call Kelly at (502) 377-6843 at least 24 hours in advance. Please do not cancel by email unless you are giving at least 48 hours notice. Canceled appointments may be made up as time permits, but a make-up session cannot be guaranteed. If your child is ill on the day of the appointment, please call as soon as possible, but no later than 8:00 am on the day of the appointment (if your child has an 8:00 am appointment, you are required to call by 6:30 am). You may leave a voice mail message 7 days a week, 24 hours a day.

**No Show Fee - \$115**

If you do not call to cancel or simply do not show for the appointment, you will be charged the private pay rate. This charge cannot be billed to your insurance company and must be billed to you. In

