



Speechlink  
 18017 Skypark Circle, Suite G.  
 Irvine, CA 92614  
 speechlinkinc.com

Client's Name: \_\_\_\_\_

**Speechlink, Inc. Payment & Attendance Policy**  
*Effective 10/01/2021*

**Reimbursement Policy**

Payment for services is the responsibility of the client. We bill insurance as a courtesy, and while we do make every attempt to pre-authorize, this does not assure payment. The client or legal caregiver is responsible for their deductible, full payment, or co-payment at the time that service is rendered. We offer weekly or monthly payment options.

**Sick Policy**

Please be assured that our desire is to keep this a safe and germ-free zone for everyone. Once you know your child is sick with a fever, vomiting, diarrhea, cough, green runny nose, or contagious rash (e.g. hand, foot, and mouth disease), please call and request to cancel/reschedule your appointment immediately. We have many children and their families that come into our clinic, and we aim to keep everyone healthy.

**Cancellation Policy**

Cancellations for therapy sessions need to be made via email or voicemail by 8:00 am the day of your appointment. As we understand children can become ill last minute, one excused absence will be allowed per calendar year. A cancellation for a therapy appointment after 8:00 am the day of your appointment as well as missed appointments will result in a fee of \$25.00

Cancellations for an evaluation need to be made a minimum of 24 hours in advance. For example, if your evaluation is scheduled for 9:00 am on a Tuesday, your evaluation needs to be cancelled prior to 9:00 am on Monday. Cancellations for an evaluation appointment made less than 24 hours in advance will result in a fee of \$100. **NEW EVALUATIONS ONLY.**

**Tardiness Policy**

If you arrive late to your appointment, your child will receive therapy until the end of their scheduled appointment time. We have a full schedule and must have time to see all of our clients as well as properly sanitize all materials in between clients.

**Make-Up Policy**

Speechlink will be closed in observance of following federal holidays: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, and New Year's Eve. We will do our best to accommodate a make-up session for you, but cannot guarantee it.

By signing below, I agree to the terms and conditions listed above and will abide by the aforementioned policies.

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Print Name	Relationship	Signature	Date
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