

# Laura Rubinoff and Associates

Speech and Language Pathologists • Language Disability Specialists  
www.lraspeech.com • Tel 301-493-4695 • Fax 301-493-6520

## CLIENT INFORMATION AND FEE SCHEDULE

(effective September 4, 2018)

Thank you for choosing Laura Rubinoff and Associates to provide services for your child. We look forward to working with you and would be happy to answer any questions that arise about treatment or billing.

Please refer to this menu regarding policies for billing, cancellations and make-up sessions. After reading this client information and fee schedule, please fill out the enclosed acknowledgement card and return it to Laura Rubinoff and Associates.

Please retain this notice for future reference to avoid confusion about our policies

### BILLING FOR DIAGNOSTIC EVALUATIONS

---

Payment for two hours of evaluation will be required at the initial testing appointment. The full balance will be due at the parent feedback session. The enclosed Acknowledgment must be returned with a completed Case History form prior to your scheduled appointment. Payment may be made by credit card. No written reports will be provided without full payment.

### BILLING FOR TREATMENT

---

An itemized bill reflecting the dates of sessions received and a diagnostic code will be provided at the end of each month. The White Form may be submitted to your insurance company. The Yellow Copy is provided to keep for you records.

Payment of the monthly fee is due in full by the last day of the month. A late charge of \$100.00 will be imposed if payment in full is not received by the fifteenth of the month following rendering of services. Services will be terminated if full payment is not received within 15 days after the late fee has been charged. Payment may be made by credit card (see acknowledgement form).

We cannot provide quality services without some consultation and written accountability of our efforts. Consultation with parents, physicians and teachers, and written reports of evaluations and progress will be billed at our hourly rate. **All clients will be charged \$150.00 for a final progress report in June or at the termination of a treatment program.** Phone consultations in excess of 20 minutes will be considered professional consultation and charged at the hourly rate.

There will be *no sessions* on Thanksgiving or Christmas Eve through New Years Day. See monthly billing chart on page two.

## MONTHLY BILLING FOR SPEECH AND LANGUAGE TREATMENT

MONTHS	LENGTH OF SESSION		LENGTH OF SESSION	
	1 Hour \$150 per session		50 Minutes \$145 per session	
	2 sessions per week	1 session per week	2 sessions per week	1 session per week
Sept., Oct., Jan., Feb., March, May <i>(4 weeks of treatment)</i>	\$1200	\$600	\$1160	\$580
Nov, Dec., April <i>(3 weeks of treatment)</i>	\$900	\$450	\$870	\$435
June and Written Report <i>(1 week of treatment and report fee of \$150)</i>	\$455	\$305	\$445	\$300

*\* If a month contains more than 4 weeks, there will be a charge for an extra treatment session or two.*

### CANCELLATION AND MAKE-UP POLICY

Once a treatment schedule has been set, that time is being reserved for you. If you must cancel an appointment, we require 24 hours notice. The speech-language pathologist must have received the message before your session or it will be considered a broken appointment. If your child receives treatment at school and will be going on a field trip or is sick, we must have notification the day before in order for you to receive a makeup session.

**If you must cancel a morning appointment, please call the speech-language pathologist at home or on their cell phone, the day or evening before or before 8:00 a.m. Other appointments may be cancelled by calling the office (301) 493-4695.**

*\*\*\*Between September 4, 2018 and June 7, 2019 one appointment per month may be cancelled for which you will be offered a makeup session. All other unattended scheduled appointments will be charged. During our summer program, all scheduled appointments will be charged.*

## INDIVIDUAL CHARGES

---

Speech and Language Treatment	1 Hour Session <i>(50 minute treatment session + 10 minute consultation)</i>	\$150
Speech and Language Treatment	50 minute session <i>(5 years and under - 40 minute treatment session + 10 minute consultation)</i>	\$145
Myofunctional Treatment	50 minute session <i>(includes practice materials)</i>	\$155
Academic Learning Disability Tutoring and Academic Coaching	1 Hour Session <i>(50 minute tutoring session + 10 minute consultation)</i>	\$150
Speech and Language Evaluation or Orofacial Myofunctional Evaluation	Testing	<i>per hour</i> \$155
	Data Analysis (2-3 hours) Scoring, Transcribing, Analyzing, Writing	<i>per hour</i> \$155
	Parent Feedback Conference	<i>per hour</i> \$155
	Written Report	\$155

*Groups of two children will be charged \$150 per session for each participant.  
Other group treatment charges will be determined by the number of participants.*

## OTHER CHARGES

---

Consultation, Conferences, Educational Advocacy	<i>per hour</i> \$155
Telephone consultation in excess of 20 minutes will be considered professional consultation and charged at the hourly rate	<i>per hour</i> \$155
Late charge if payment in full is not received by the 15th day of the month following the rendered services	\$100

## INSURANCE

---

Some medical insurance policies will cover our services. You will need to submit a copy of the itemized statement that you receive from us at the end of each month, a letter from a physician stating the medical necessity of the referral, and the medical diagnostic code. *Please note that we require payment from you when you are billed.* You may later receive reimbursement from your insurance company.

***Laura Rubinoff and Associates***

5618 Shields Drive  
Bethesda, Maryland 20817  
Tel 301-493-4695  
Fax 301-493-6520