



87 Lafayette Road Unit #3 • Hampton Falls, NH 03844  
603.926.3277 • www.clearlyspeakingNH.com

## Our Promise of Privacy to You

Clearly Speaking is fully committed to compliance with HIPAA guidelines:

- We provide appropriate security measures for all our patient's medical records.
- Protect the privacy of all our patient's medical records.
- Provide our parents/guardians with proper access to their child's records.
- Appropriately maintain our patient information and billing processes in compliance with the national HIPAA standards.
- Disclose copies of records to other entities for the sole purpose of treatment, only at the written request of the parent or legal guardian.
- Take all precautions necessary in protecting the right to privacy for our clients.

An unabridged version of Clearly Speaking Notice of Privacy Practices is available for your review. You have the right to review this notice prior to signing this consent. A copy of this notice may be obtained at any time.

I have been provided an opportunity to review the Notice of Privacy Practices.

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I prefer treatment sessions to be summarized to me in one of the following...

\_\_\_\_\_ in the treatment room

\_\_\_\_\_ in the waiting room

\*Please check one and sign our agreement below that clinicians have permission to discuss treatment progress at each session.

Signature: \_\_\_\_\_

## Case History

Child's name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Pediatrician: \_\_\_\_\_

Sibling(s) and age(s):

What language(s) does the child speak at home? \_\_\_\_\_

Describe the current speech and/or language problem:

Is the child aware of the problem? \_\_\_\_\_

Is he/she motivated to improve? \_\_\_\_\_

Has your child received speech and/or language services prior to now?

Is there a history of speech/language or hearing problems in your family?

Birth history:

Was the child born prematurely? \_\_\_\_\_

Were there any complications at birth? \_\_\_\_\_

Medical history:

Please mark any condition that your child is currently experiencing or has experienced.

Asthma \_\_\_\_\_

Seizures \_\_\_\_\_

Tonsillitis \_\_\_\_\_

Allergies \_\_\_\_\_

Ear Infections \_\_\_\_ How many? \_\_\_\_\_



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Has your child had his/her hearing tested? \_\_\_\_\_  
When?

Has your child had a tonsillectomy or adenoidectomy? \_\_\_\_\_  
When?

Is your child currently taking any medication?

Developmental history:

At what age did your child do the following?

Sit up unassisted \_\_\_\_\_  
Crawl \_\_\_\_\_  
Walk \_\_\_\_\_  
Babble \_\_\_\_\_  
Speak first word \_\_\_\_\_

Does your child have any problems related to feeding?

Does your child use a sippy cup? If yes, how long?

Does your child suck his/her thumb? If yes, how long?

Does your child use a pacifier? If yes, how long?

Please summarize any additional information that you think would help us in working with your child.

How would you rate your concern regarding your child's current speech challenges, 1-5?

What is your goal in regards to this evaluation and treatment?

Thank you for taking the time to fill out this information. We look forward to working with you and your child.



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## Request for Exchange of Information

I give permission to exchange information (medical records, school records, progress notes, evaluations), regarding my child \_\_\_\_\_ between Clearly Speaking, LLC and the following facilities:

1. Name of facility: \_\_\_\_\_

Address: \_\_\_\_\_

2. Name of facility: \_\_\_\_\_

Address: \_\_\_\_\_

3. Name of facility: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### HIPAA NOTIFICATION

I am required by law to maintain the privacy of protected health information, give you a notice of our legal duties and privacy practices regarding health information about your child, and follow the terms of the attached notice.

By signing this document you acknowledge receipt of the privacy policy as it relates to protected health information about your child's treatment, payment and health care operations. You have the right to request restrictions, which must be made in writing to Clearly Speaking, LLC, 87 Lafayette Rd. Unit 3, Hampton Falls, NH 03844.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## Financial Agreement

I am responsible for payment of all services rendered by Clearly Speaking if/when they are not covered by insurance. I give the right to Clearly Speaking to submit relevant personal information to my health insurance to submit a claim. I understand that if my insurance denies a claim or coverage runs out that I am financially responsible. It is my responsibility to gain information regarding my policy and its coverage of speech and/or language services. Payment in full is due within 30 days of service. The guarantor of the patient will be responsible for all late, collection and/or attorney fees if necessary. Parent(s)/Guarantor will be responsible for all late, collection and attorney fees if necessary.

### Payment

Co-pays and treatment fees are due at time of service. Clearly Speaking accepts all major credit cards. Please make checks payable to Clearly Speaking, LLC.

### Cancellations

Please provide Clearly Speaking with notice of cancellation more than 24 hours of a scheduled appointment. Cancellations that occur within 24 hours of the scheduled appointment will be charged \$60 (this fee will not be covered by insurance). Any scheduled appointment missed without notice will be charged \$60. Clearly Speaking reserves the right to terminate treatment if there are three missed scheduled sessions.

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Signature

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Date



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### Ongoing Authorization to Charge Credit Card

I hereby request and authorize Clearly Speaking to charge my credit card for all current and future amounts when due. Any appointment that is missed without 24 hours notice will be charged a fee of \$60.

Card Type ( ) Visa ( ) Master Card ( ) Discover

Name on Card

\_\_\_\_\_

Card Number

\_\_\_\_\_

Verification (CVV) Number

\_\_\_\_\_

Expiration Date

\_\_\_\_\_

Card Billing Address

\_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Authorized by (Print Name)

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_