



Jefferson Speech  
& Language Center

Since 1972  
Specializing in Thinking,  
Speaking, Reading and Writing

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Suite 300  
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Fax (504) 835-5510

## POLICY AND PROCEDURES AT JEFFERSON SPEECH AND LANGUAGE CENTER

### WELCOME TO JEFFERSON SPEECH AND LANGUAGE CENTER

We are philosophically committed to our patient's total communication and learning needs through family involvement, coordination of school and professionals, counseling and referral for associated services where indicated. The following office policies help us reach our goals:

1. Please be prompt for your regularly scheduled session.
2. Payment for the **evaluation** needs to be made the initial day of testing.
3. Payment for **speech-language therapy** or **language-based academic therapy** is due at the time services are rendered for sessions here at the Center.
4. **Cancellation** notices are due **24 hours** in advance. Otherwise, a \$40.00 charge will be implemented, except for emergencies.
5. If client will be absent from therapy for several sessions (due to vacation, etc.), please allow ample notice.
6. Any clients having insurance coverage for therapy will need to pay the Center for services and get reimbursed from their insurance company. We will provide billing with diagnosis and codes as requested by your insurance company.
7. **Monthly billing** will be provided for clients seen **at school** and we appreciate payment to be made by the **end** of each month. Upon request, we will issue you a statement for your records or for insurance purposes.
8. **School Therapy** - It is the **parent's** responsibility to let the Center know if the child is sick or unavailable for therapy. Otherwise, a \$40.00 charge will be assessed. We may periodically schedule conferences regarding progress and needs of your child as requested by client's teacher, therapist, etc. There will be a charge depending on the length of the conference (i.e. 30-minute, 45-minute, hour session, etc.).

Finally, the success of our program depends upon our communication with each other. Please contact us with any problems, concerns, or accomplishments. We will try to meet all concerns or problems.

I have read the above and agree to the Jefferson Speech and Language Center guidelines.

Denise Nagim, M.C.D., C.C.C.  
Executive Director

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RESPONSIBLE PARTY, DATE

Speech-Language Pathologists  
Learning Specialists