



Pediatric Therapy Services, Inc.  
Making a difference . . . one child at a time.

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## PATIENT SERVICE AGREEMENT

1. Our fees for services are billed on a monthly basis. The statement will contain a complete itemization of charges and will reflect payments to date. All charges are due and payable within 30 days of receipt. Please discuss any concerns with the business office. Please notify our business office promptly if you have a change in insurance coverage.
2. It is the parent(s)/legal guardian(s) responsibility to inform Pediatric Therapy Services, Inc. of any and all changes in insurance information, including group policy number, identification number, phone numbers, address, etc. as soon as possible. Failure to do this could result in total patient responsibility for charges incurred.
3. If an emergency should occur during treatment, we will call 911 unless a certified copy of a Do Not Resuscitate (DNR) order has been given to Pediatric Therapy Services, Inc.
4. It is a courtesy of Pediatric Therapy Services, Inc. to allow parents/legal guardians or caregivers to leave the premises during their child's appointment. If leaving the premises, we ask that you leave cell number in case you are needed back before the end of the session. However, it is very important to be back on the premises 10 minutes before the patient's appointment is scheduled to end so the therapist can discuss treatment with the parent/legal guardian or caregiver. If your child has a history of unstable medical or behavior conditions, you or a trained caregiver will be required to stay in the clinic during your child's treatment session(s). This will be determined by the treating therapist.
5. Children can not be left unattended in the waiting room. All children must be accompanied by a parent/guardian or responsible party in the waiting area prior to and after each therapy session. For safety reasons, children will not be permitted to leave the clinic to wait at the door for their ride.
6. Health Policy: If your child is sick and/or contagious within the last 24 hours of scheduled appointment or did not attend school the day of the appointment, please keep your child at home. If your child is sick he/she will be sent home. If prescription medication is required for treatment of illness, your child must receive the medication for 24 hours prior to scheduled session.
7. Consistent attendance at scheduled therapy sessions is necessary to make progress and meet the goals of the therapy sessions. If your child does not regularly attend the scheduled sessions, he/she will be removed from the schedule. You will be notified of this via telephone and/or mail.
8. The staff at Pediatric Therapy Services, Inc. includes licensed therapists as well as therapist assistants. Licensed therapists complete all evaluations and treatment plans. Your child may be seen by a therapist assistant if deemed appropriate by the evaluating therapist. Your child's therapy sessions will be scheduled based on available time slots and on therapist availability in the schedule.