



SUMMER 2019
Pencils, Pens & Practice
REGISTRATION PACKET



PAYMENT POLICY

Thank you for choosing Building Bridges Therapy Center...we welcome you to our clinic. Our goal, first and foremost, is to provide you with the highest quality care. Following is our payment policy, which enables us to best focus our resources on providing services. Please review carefully, and return a signed copy prior to your child's first therapy session.

1. Each client is solely and individually responsible for all fees for services provided. It is up to the client to determine if therapy is a covered benefit under his or her particular plan. Clients' contracts with their insurance company are agreements between the clients and insurance company, and we are not a party to it. We urge clients to check the particulars of their policy prior to beginning treatment.
2. In the event that an outside organization or agency fails to provide the planned payment for your services for any reason, the client is solely and individually responsible for all fees for services provided.
3. Each client must establish a weekly or monthly payment schedule. Bills are sent at the end of each month. Note that certain programs may have an established payment schedule; if this is the case, clients will be informed of the applicable payment schedule.
4. All initial evaluations are to be paid on the date of service.
5. Payment can be made by cash, check or credit card. Payments can be made directly at the front office or left in the locked payment drop box through the window to the front office.
6. Please note that there is an Attendance policy (enclosed). Under this policy, if a client is a no show / late cancellation, the client may be charged 50% of the scheduled therapy fee to compensate the therapist for preparation and wait time. In situations of an emergency or illness, the above fee will not apply. If a client is late for a therapy session, the client is responsible for the fee for the entire scheduled session.
7. Prior to the last scheduled day of services, accounts must be paid in full or an alternate payment plan must be established.
8. In situations of divorce, separation, or other situations of shared custody, the adult who signs this policy shall be responsible in full for payment.
9. I agree, in order for Building Bridges Therapy Center to service my account or to collect any amounts that are due, Building Bridges Therapy Center and debt collection service providers may contact me by telephone at any telephone number or email address associated with my account.
10. In the event that: (a) no payment is made by a client receiving ongoing services for over sixty (60) days, or (b) that an account is not paid in full by the last day of services, Building Bridges Therapy Center reserves the right to assess a 2.0% late penalty per month from the last date of zero balance until the account is paid in full. This charge is to offset the cost and efforts required for collection of extremely delinquent accounts and to encourage timely payment of accounts.
11. The terms of this payment policy apply for all services currently being provided to as well as any future services provided by our clinic.
12. Building Bridges Therapy Center reserves the right to modify or replace this policy at any point in the future. Clients will be notified of any such changes.

We recognize that therapy services, while often essential to your child's development, are costly. If the financial considerations are prohibitive, please speak with Lauren Macuga to see if you are eligible for alternative arrangements. It is our desire to provide services to all who would benefit from them.

I have read this policy and consent to its terms and provisions. I agree to pay for services on a weekly/monthly schedule, or according to any established payment plan that may be applicable. I understand that I am directly responsible for payment for services, and that it is my responsibility to submit any claims to my insurance company for reimbursement.

Child Name _____ Parent Name _____

Parent Signature _____ Date _____



CLIENT INFORMATION

Today's Date ____/____/____

CHILD'S INFORMATION

Child Name: _____ Sex: _____

Date of Birth ____/____/____

Address _____ City _____ State ____ Zip _____

Referred By (Doctor): _____

PARENT/GUARDIAN'S INFORMATION

Parent/Guardian Name: _____ Sex: _____

Address (if different from above) _____

Phone #'s (indicate primary) Home _____ Cell(mom) _____ Cell(dad) _____

Work(mom) _____ Work(dad) _____

Email: _____ Soc Sec # _____

We require a parent's social security number. This is for delinquent account purposes only. If you do not wish to provide a parent's social security number we require payment at the time of each service. Please check in with the office to submit payment before each of your child's scheduled therapy appointment(s).



NOTICE OF PRIVACY PRACTICES

(Effective April 1, 2003)

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOUR CHILD MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY AND SIGN BELOW TO INDICATE YOU HAVE BEEN INFORMED OF THIS POLICY.

Understanding your treatment record - A record is made each time your child is treated at our clinic. This information is most often referred to as a "treatment file" and serves as a basis for planning and monitoring your child's care at our Clinic. It also serves as a means of communication among any and all staff involved in the care of your child.

Understanding your health and treatment information rights - Your child's treatment record is the physical property of the Clinic, but the content is about your child and, therefore, belongs to you. You have the right to request restrictions on certain uses and disclosures of your information and to request amendments to this record. Your rights include being able to review or obtain a paper copy of the information and to be given an account of all disclosures. You may also request that communication of this information be made by alternative means or to alternative locations. Other than activity that has already occurred, you may revoke any further authorizations to use or disclose your treatment information.

Our responsibilities - This clinic is required to maintain the privacy of your treatment information and to provide you with notice of our legal commitment and privacy practices with respect to the information we collect and maintain about your child. This Clinic is required to abide by the terms of this notice and to notify you if we are unable to grant your requested restrictions or reasonable desires to communicate your health information by alternative means or to alternative locations. This Clinic reserves the right to change its practices and effect new provisions that enhance the privacy standards of all patient treatment information. In the event that changes are made, this Clinic will notify you at the current address provided on your medical file. Other than for reasons described in this notice, this Clinic agrees not to disclose your treatment information without your authorization.

Your child's treatment information will be used for treatment, payment, and healthcare operations -

- **Treatment** - Information obtained by your therapist in this Clinic will be recorded in your child's treatment file and used to determine the course of treatment. This consists of your therapist recording his/her own expectations and those of others involved in providing care. The sharing of this information may progress to others involved in your child's care, such as physicians.
- **Payment** - Your healthcare information will be used in order to receive payment for services rendered by this Clinic. A bill may be sent to either you or a third party payer with accompanying documentation that identifies your child, a diagnosis, and procedures performed. Information may also be shared with any organizations that may be helping with the payment process.
- **Healthcare Operations** - The medical staff in this Clinic will use your child's health information to assess the care he/she received and the outcome of treatment compared to others like it. This information may be reviewed for quality improvement purposes in our effort to continually improve the quality and effectiveness of the care and services we provide.
- **Understanding our Clinic policy for specific disclosures** - It is our policy to not disclose any of your child's information without your specific authorization to do so. We may be required by law to disclose health information to public health authorities. Also, your health information may be disclosed for law enforcement purposes as required under state law or in response to a valid subpoena.

To receive additional information or report a problem - For further explanation of this notice you may speak with Stephanie or Brad Naberhaus. If you believe your privacy rights have been violated, you have the right to file a complaint with the Secretary of Health and Human Services.

NOTICE OF PRIVACY PRACTICES AVAILABILITY: The terms described in this notice are posted in the waiting room. All clients will be given a hard copy and asked to acknowledge receipt.

By law, we must abide by the terms of this Notice of Privacy Practices until we choose to change it. We reserve the right to change this notice at any time in compliance with and as allowed by law. If we change this Notice, the new privacy practices will apply to your health information that we already have as well as to such information that we may generate in the future. If we change our Notice of Privacy Practices, we will post the new notice in our office, and have copies available in our office.

NOTICE OF PRIVACY: I ACKNOWLEDGE RECEIPT OF NOTICE OF PRIVACY PRACTICES.

Parent signature

Date



HEALTH POLICY

Staff, parents, clients and siblings are advised not to come to the clinic or sit in the waiting room when the following conditions are present:

- ⓪ Oral temperature of 100.5 or higher
- ⓪ Intestinal problems with diarrhea or vomiting
- ⓪ Any type of undiagnosed rash
- ⓪ Any type of communicable illness (chicken pox, measles, impetigo, pink eye, strep throat, etc.)
- ⓪ Congestion or mucous discharge of the eyes, nose or ears
- ⓪ Body aches, headache, and feeling very tired
- ⓪ Persistent cough, sore throat

Anyone presenting with these symptoms will be asked to leave the clinic or waiting room.

A sick individual should not return to the clinic until he or she:

- ⓪ Has been free of a fever (100.5 or greater) for at least 24 hours without the use of fever reducing medications.
- ⓪ Has been free of vomiting, diarrhea, rash, eye, ear and nasal drainage for at least 24 hours
- ⓪ Has received antibiotics for strep throat or medicated eye drops for the treatment of pink eye for a minimum of 24 hours
- ⓪ An individual with chicken pox may not return to the clinic until 1 week after the eruption of first crop of lesions and after all lesions have crusted

We encourage staff and families to:

- ⓪ Wash hands often with soap and water or an alcohol-based hand rub
- ⓪ Cover coughs and sneezes with tissues or use elbow, arm, or sleeve instead of a hand when tissue is not available
- ⓪ Know the signs and symptoms of the flu
- ⓪ Report cases of flu or other communicable illness to Building Bridges staff within 24 hours of the last clinic visit
- ⓪ Be cautious and keep potentially sick individuals at home

X

I have read this letter and agree to the terms stated above.

Thank you for your cooperation.



MEDICAL INFORMATION

Client's Name: _____ Date of Birth: _____

Mother's Name: _____ Father's Name: _____

Address: _____ City _____ State _____ Zip Code _____

Home Phone Number: _____ Parent Work Number: _____

Alternative Phone Number: _____ E-mail: _____

In case of an emergency, please contact:

Name: _____ Phone Number: _____

Alternative Phone Number: _____

Relationship: _____

Allergies: yes/no

If yes, please list allergies: _____

Dietary considerations: yes/no

If yes, please list: _____

Medications: yes/no

If yes, please list medications: _____

Special Instructions: _____

Health Conditions: yes/no

If yes, please state condition and describe intervention that may be required by our staff during therapy, for example, epee pen or seizure medication: _____

In an emergency, I authorize Building Bridges Therapy Center to obtain emergency medical treatment, if the parent is not immediately accessible.

Parent Name (print)

Parent Signature

Date

NON-GUARDIAN AUTHORIZATIONS AT BUILDING BRIDGES THERAPY CENTER

Name of Child: _____

I hereby inform Building Bridges Therapy Center that the people listed below are authorized to pick up the above-named child at any time, receive private health information (PHI) feedback, and/or receive health documents. Accordingly, Building Bridges Therapy Center is hereby instructed to release my child, share PHI, or distribute health documents as indicated to the following people.

Is authorized to (check all that apply):

Name	Relationship to Child	Phone Number	<i>pick up child</i>	<i>receive PHI feedback</i>	<i>receive health documents</i>

I understand that:

- Parents/guardians must inform BBTC (call, leave a note at drop off) of the name of the person who is picking up their child on any day when they themselves are not.
- The "Authorized Pick-Up Person" must be at least 18 years old and may be asked to provide a photo ID to the staff.
- This authorization shall remain in force until edited or rescinded in writing by the signers of this authorization.

Authorized by:



Pencils, Pens & Practice

This group uses the Handwriting Without Tears protocol, which is fun, sensory motor approach to develop better penmanship skills. In order to best serve each child's individual needs within the context of this intimate group setting, it is helpful to have the following information. Please fill out this questionnaire.

Child's Name:

Age:

1. How did you hear about this group?
2. What grade will your child be entering next school year?
3. Is your child mainstreamed in a general education classroom? YES or NO
If no, please describe the classroom setting and level of ancillary support provided (i.e. assist of Para educator):
4. Does your child currently receive Occupational Therapy services in school? YES or NO
Does your child currently receive Occupational Therapy services privately? YES or NO
5. How would you describe your child's attention?
6. Is your child on any medication? YES or NO
If yes, please list:
7. Please describe other pertinent medical history, including things such as history of seizures, chronic ear infections, ear tubes, hearing aids, visual and/or hearing impairment:

8. What handwriting curriculum has been used to instruct your child?

9. Hand dominance: ___ right hand ___ Left hand ___ undecided

10. Is your child able to recognize upper- and lower-case letters of the alphabet? YES or NO

11. Can he/she reproduce letters from memory, without a visual model? YES or NO

12. Does your child have difficulty correctly holding a pencil? YES or NO

13. What are your biggest concerns regarding your child's penmanship skills?

Please return a sample of your child's printing and, if applicable, cursive penmanship. Or, on the other side of this paper, please have your child write his/her name and address. If your child is not yet able to form number or letters, please have him/her copy simple shapes, such as a horizontal line, vertical line, circle, square, cross and X.

Thank you!

Kendra Ross OT