### The Pediatric Therapy SPOT

#### Fort Walton Beach Clinic

220 Eglin Parkway S.E. Fort Walton Beach, Fl. 32548 Fax: 850-200-4350 Phone: 850-200-4348

#### **Niceville Clinic**

4565 Commercial Boulevard Suite 105 Niceville, FL 32578 Phone: 850-353-2415 Fax: 850-353-2528

E-mail: <u>KidzKornerOT@gmail.com</u> www.KidzKornerspot.com

### **Welcome Letter**

Welcome to Kidz Korner! We are happy that you and your child will be receiving services with us. Please fill out the enclosed paperwork and bring it to the initial evaluation. It is very important that you fill out this paperwork and return it in a timely fashion so that we can plan the best treatment for your child. Please use this checklist to help you remember to fill out the important papers.

- Registration Form—Please include your cell phone number if this is where we can best reach you. Thank you!
- Intake Questionnaire
- Contract for Services
- Cancellation Policy
- Authorization for exchange of information
- Sick/Well Policy
- HIPPA
- Treatment Room Policy

Please feel free to visit our website <u>www.KidzKornerspot.com</u> to find out more information about our clinic. We are looking forward to meeting you and your child!

Michelle Horin, MHS, OTR/L **Director's Signature** 

First, I want to say thank you so much for giving us the opportunity to serve your family here at KIDZ KORNER. We appreciate being able to care for your families and to help your child's development in every way. This letter contains some housekeeping items related to billing and the financial piece of your child being a part of KIDZ KORNER. While the financial piece of KIDZ KORNER is not a favorite topic to discuss, it is one of necessity in order to maintain the level of excellence at our clinic in regards to equipment and training for our amazing therapists on staff.

You will see on our invoices beginning January 1, 2017 that the rate of reimbursement for services is as follows

OT/PT EVALUATION or RE-EVALUATION - \$200 OT/PT 15 MINUTES - \$35 OT/PT 30 MINUTES - \$70 OT/PT 45 MINUTES - \$105 OT/PT 1 hour treatment session - \$140

For caregivers who have to pay out of pocket, we like to help in any way we can. We will give parents who have to pay out of pocket a **15% discount** for 1 hour PT/OT treatment sessions reducing the **out of pocket rate to \$119**.

- We give a 15% discount FOR OT/PT TREATMENT SESSIONS WHEN THE <u>FULL</u> PAYMENT IS RECEIVED <u>within 30 days of the monthly invoice</u>. NO EXCEPTIONS!!
- After the 30-day period has passed the discount is taken away and the
  caregiver will owe the full therapy amount of \$140 per 1-hour treatment
  session and/or the amount of your co-payment/cost share.
- After the 60-day period a 15% additional LATE fee will be added to the initial invoice.
- After the 90-day period you will be turned over to a collection agency and taken off of the therapy schedule.

I apologize for any inconveniences and appreciate your understanding in regards to these changes. Please do not hesitate to contact me directly with any questions that you may have.

Michelle Horin, MHS, OTR/L OWNER KIDZ KORNER

# Registration Form (Please Print)

Today's date:							Parent/Guardian:								
						PATIENT	IN	FORMA <sup>®</sup>	TION	1					
Patient's last name: First:					Middle:			Birth o	Birth date:						
											/	/ /			
Street address:	P.O.	box:					Soc	ocial Security no.:			phon	e no.:	Age:	Sex:	
											( )	-		→ M	<b>→</b> F
City:						l		State:					ZIP Cod	e:	
								Phone n		er where to	best re	each you:			
EMAIL ADDRESS:								•	Dad	n Cell- I Cell -					
								•	Oth	er-					
					IN	SURANG	CE	INFORM	ATIC	ON					
Person responsible for bill:		Birth do	ate:		Addres	s (if differe	ent)	): phone no.:							
/ /									( )						
Is this patient covered by ins	uranc	ceś 4	► Yes	<b>&gt;</b>	No										
Please indicate primary insurance    Tricare Prime Standard							€ Private	e Pay							
Subscriber's name: Subscriber's S.S. no.:			u			th date:		Co-payment:							
Type of Ingurance							/ / roup #:	\$							
Type of Insurance: Policy #:								<b>+</b>							
Patient's relationship to subscriber:				· <del>)</del>	- Spouse	<b>*</b>	Child	Othe	r						
					II	N CASE	OF	EMERG	ENC	Υ					
Name of local friend or relative (not living at same address):				R	elationshi	nship to patient:  Home phone no.:  ( ) ( )			one no.:						
The above information is true am financially responsible for my claims.															
Pationt/Guardian signatu	ro										_		Data		

# **Intake Questionnaire**

Physician/Physicians following your Child	
Reason for referral:	
	—
When were these problem first noticed?	
What are your greatest concerns?	
	_
	_
PERINATAL & BIRTH HISTORY	
Was the pregnancy complicated? YES/NO	
Method of delivery: vaginalcaesarian forceps used breech	
Was birth premature? YES/NO Gestational age at birth?	
Did child require oxygen? YES/NO	
Did child require feeding tube? YES/NO	
How long was child hospitalized at birth?	
Has your child seen a neurologist? YES/NO If yes, who/when?	
Has your child had an MRI/CT scan? YES/NO Results:	
MEDICAL HISTORY	
Allergies including food/latex	
Medical history	
Hydrocephalus/shunt	
Seizures (appearance, type, response needed)	
Ear Infections Ear tubes	
Vision problems YES/NO Explain:	
Surgeries/Other:	

Please list any medications your child is currently taking
Last time hearing was tested Results?
If your child is 0-3, are they receiving Early Intervention Services? YES/NO
If <b>yes</b> , which services?Developmental Therapist (ITDS) Physical therapist
Occupational therapist Speech therapist
Academics: Where does your child go to school?
What grade level are they currently attending?
Please circle all that apply regarding your child's educational setting:
<ul> <li>Full time regular classroom</li> <li>Full time special education classro om</li> <li>Resource room pull out</li> </ul>
Does your child have a current IEP? YES/NO (if yes, please provide a copy)
Is your child receiving services in the school system? YES/NO
Which services? Physical therapy Occupational therapy Speech therapy  How often?
Adaptive P.E.? YES/NO
If any, what concerns do <b>you</b> have in regards to your child's independence in the school environment? Please include physical, behavioral, attention or academic performance.
If different, what concerns have the <b>teacher(s)</b> raised?

Is your child receiving other outpatient services? YES/NO

	Service	Frequency/Location
	Physical Therapy	
	Speech Therapy	<b></b>
	■ ABA	<b></b>
	Psychological Services	
	Other	
BEHAVIO	RAL/SENSORY:	
Does your	child have difficulty socializing a	t school or in any other environment? YES/NO
-	child speak? <b>YES/NO</b> does s/he communicate wants/	needs?
Does your	child transition well from one env	vironment/activity to another? <b>YES/NO</b>
Other:		

### **Functional Skills**

#### **Gross Motor:**

Please indicate your child's current gross motor abilities:

	Gross Motor Skill		Mastered		Still Working towards
	Rolling Sitting Crawling Cruising Walking Running Stairs Catching a ball Throwing a ball Kicking a ball Riding a scooter Riding a bike				
	our child involved in any spo seback riding, creative mov			CC	er, T-ball, baseball, swimming,
	es your child enjoy playgrou saws)? Please list.	nd	activities (slide, monkey bars	i, s∨	ving, stairs, climbing ladders,
-	Skills:  cribe the play activities that	ус	our child prefers.		

Does your child play interactively with his/her peers?
Does your child play independently?
Other:
Please list any other concerns you have about your child that have not yet been addressed:
What new skills would you like for your child to learn while here at Kidz Korner?
AVAILABILITY:
Please tell us the times and days that your child is available for therapy. We will do our best to meet those needs, but please understand that we have numerous children to accommodate so please be as flexible as possible.

PARENTS/CAREGIVERS: Thank you so much for taking the time to fill out this information so we can best help your child. We are looking forward to meeting you and your family!!!!

Sincerely,

**KIDZ KORNER STAFF** 

#### **Contract for Physical Therapy Services**

I understand that Kidz Korner The Pediatric Therapy SPOT does not verify insurance eligibility or benefits. I am responsible to confirm that Kidz Korner The Pediatric Therapy SPOT is a contracted provider with my specific insurance plan and to verify the benefits allowed for PT services.

I understand that I am responsible to obtain physician referrals and insurance authorizations, to keep track of the number of visits used relative to those authorized, the expiration date of the authorization and/or the contract limitations (dollar amount). If progress reports and/or treatment plans are required by a physician or insurance company, I will notify the therapist at least one month before they are due to allow time for completion of the paperwork. If insurance is billed by Kidz Korner The Pediatric Therapy SPOT my insurance company may request information regarding treatment and I give my consent for the release of this information.

I understand that I am responsible for payment of the account and responsible to guarantee that the account is paid on a timely basis – whether payments are made by myself or by my insurance company. If claims are submitted to insurance and payment is not received within 45 days, I agree to follow up with the insurance company regarding payment.

As part of ongoing therapy services the evaluative treatment sessions are billed at \$200 per hour and therapy services are billed at \$140 per hour.

#### Insurance waiver

(Signature required by all insured clients - if claims are or are not submitted)

I understand that my insurance company may not consider the PT services that are provided by Kidz Korner The Pediatric Therapy SPOT to be a covered medical expense.

I understand that even though PT services are listed as covered medical expenses on my insurance plan – payment for the services provided are not guaranteed. Upon receipt of claims for services received, my insurance company will complete a review for medical necessity and based on that review (related to my child specifically) the services may be determined to be non-covered expenses.

I elect to have Kidz Korner The Pediatric Therapy SPOT. provide PT services for my child. I understand that if my insurance plan does not allow benefits or approve payment of claims for services my child has received, I am responsible for all incurred charges and I agree to pay the balance in full.

#### **Cancellation Policy**

Our goal at Kidz Korner is to provide high quality therapeutic care to our client's and their families. We value your time, our time and the services we provide. When you make an appointment at Kidz Korner for OT, PT or ST that time is reserved exclusively for you. We schedule our resources and staff to that appointment time for your family. We do understand that there are times when you will have to miss an appointment due to emergencies or obligations for family or work. Please understand, cancellations without notice cost our facility and staff financially and prevents other children from being seen. This is why a cancellation of an appointment requires notice by either party. YOU CAN CANCEL OR CHANGE YOUR APPOINTMENT without incurring any fees, as long as you give a 24-HOUR notice. You may call 850.200.4348 or email kidzkornerot@gmail.com to leave a message in regard to cancellations.

A SHORT-NOTICE cancellation or failure to attend or be present for an appointment that is less than a 24-HOUR notice, will result in the generation of a cancellation fee in line with our cancellation policy. This fee may be waived at the discretion of Kidz Korner Management. If you feel like your circumstances require special consideration, please let us know.

#### 1. Failure to Show for your appointment:

- a. not showing up for your appointment with NO phone call at all, regardless of the circumstances will result in a \$25 missed appointment fee. This fee MUST be paid prior to the next appointment.
- b. After 3, NO-SHOW appointments you will forfeit your weekly scheduled appointment, and will go onto a waiting list.

#### 2. Cancellation of appointment with less than 24-hour notice:

- a. A 24-HOUR notice is required for cancellation of your child's appointment with Kidz Korner.
- b. Failure to provide less than a 24-hour notice will result in a \$25 cancellation fee generation. This fee must be paid prior to the next appointment.
- c. 3 cancellations in a row will result in your child being removed from their regularly scheduled appointment and placed on the waiting list.

#### 3. Unplanned Cancellations:

- a. These include illness, weather, family emergency, traffic/accident or other last-minute mishaps. Please call the office as soon as you are aware of the situation.
- b. We understand and will work with unplanned cancellations, however, more than 3 unplanned cancellations per calendar year will be allowed by Kidz Korner. After more than 3 unplanned

cancellations are incurred, a \$25 fee will be administered to your account that must be paid prior to your next appointment.

I have read and understand the KIDZ KORNER cancellation policy.

#### Late Pick Up Policy

If you are late picking up your child from an appointment, you are causing another child not to receive their full billable treatment time and affect our therapist's ability to bill and get paid. If you are late two (2) times picking up your child, you will be asked to not leave the premises during their session.

#### <u>Treatment Room Policy</u>

We have been so fortunate to see such a growth in the number of families that need our help. Due to this growth as well as the privacy laws regarding HIPPA, parents/siblings will no longer be able to go back for OT/PT sessions with their child on a regular basis. Please DO NOT misinterpret that you are never allowed to go back. We ask that you discuss coming back into the treatment areas with your treating therapist so they can reserve a room for the session. Due to space issues, it is possible that another parent will be in the same clinic space at the same time as your child. We will do our best to insure privacy with treatment sessions if this does occur.

While you are in the treating room, siblings are NOT allowed to be on the equipment at ANY time for liability reasons. Please respect this policy.

### Sick/Illness Policy

This facility is a **well-child** facility. This means that if your child is not feeling well, for any reason, you will need to reschedule your therapy appointment.

Please do not bring your child if he/she has a contagious illness or exhibits any of the following symptoms within **the last 24 hours**:

- Fever above 100 degrees Fahrenheit
- Vomiting, in excess of typical infant spit-ups
- Diarrhea
- Conjunctivitis ("pink eye")
- Consistent complaints of ear or stomach pain
- Bleeding other than minor cuts and scrapes
- Greenish nasal discharge, indicating possible infection
- Head lice

\*If your child or anyone in your family is having any of the above symptoms AND has been EXPOSED to someone who has tested positive for COVID, please call our clinic and cancel any appointments your child has within 5 days of positive test/exposure. If your child is clear to go to school after exposure, they are clear to come to therapy following any of the recommendations that are in place by the school. If your child tests positive, once they are clear to return to school, they are clear to come to the clinic. Please verify with our front desk office how long it is recommended for your child to stay home so that we cancel/reschedule appropriately. If you are home due to exposure or a positive test, teletherapy will be offered to ensure continuation of care.

\*\*\*\*\*\*In general, if your child is too sick to go outside and play OR go to school, then your child is too sick to attend therapy.\*\*\*\*\*\*\*

#### **Notice of Privacy Practice (HIPAA)**

THIS NOTICE DESCRIBES HOW PROTECTED MEDICAL INFORMATION ABOUT YOU OR YOUR CHILD MAY BE USED AND DISCLOSED AND HOW YOU CAN GAIN ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

We are permitted to make uses and disclosures of protected health information for treatment, payment and health care operations, as described in the following examples:

- For Treatment- We may share with your physician copies of your treatment plan or evaluation to update him/her on your progress or for his/her approval or recommendations.
- For payment- We may send information to your health insurance plan for them to review and determine level of coverage for therapy services.
- For health care operations- We may access your health information for purposes of quality improvement within our facility.
- 1. We are permitted or required, under specific circumstances, to use or disclose protected health information without the individual's written authorization.
- 2. Other uses and disclosures will be made only with the individual's written authorization, and the individual may revoke such authorization.
- 3. We intend to engage in one or more of the following activities:
  - We may contact the individual to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to the individual or patient.
  - A group health plan, or a health insurance issuer or HMO with respect to a group health plan, may disclose protected health information to the sponsor of the plan.
  - The individual has the following rights regarding protected health information:
  - The right to request restrictions on certain uses and disclosures of protected health information. We are not required to agree to a requested restriction, however.
  - The right to receive confidential communications of protected health information, as applicable.
  - The right to inspect and copy protected health information, as provided in the privacy regulation.
  - The right to amend protected health information, as provided in the Privacy Regulation.
  - The right to receive an accounting of disclosures of protected health information.

- The right to obtain a paper copy of the Notice from the covered entity upon request. This right extends to an individual who has agreed to receive the Notice electronically.
- 4. We are required by law to maintain the privacy of protected health information and provide individuals with notice of its legal duties and Privacy practices with respect to protected health information.
- 5. We are required to abide by the terms of Notice currently in effect.
- 6. We reserve the right to change the terms of this Notice. The new Notice provisions will be effective for all protected health information that it maintains.
- 7. We will provide individuals or patients with a revised notice by posting a notice in a central location in the waiting area.
- 8. We are not permitted to associate with current patient or their families on social media per HIPPA regulations

# **Kidz Korner Policies Agreement**

Ι.	fee structure and cancellation penalties.	s. I agree to be bound by th
	Parent/Guardian Signature	Date:
2.	I have read and understand the Contract for F	Physical Therapy Services.
	Parent/Guardian Signature	Date:
3.	Signature below indicates acknowledgement cancellation policy, and late pickup policy a policies.	
	Parent/Guardian Signature	Date:
4.	I have read and understand the Treatment Ro	om Policy.
	Parent/Guardian Signature	Date:
5.	I have read and understand the HIPAA privac	y policies.
	Parent/Guardian Signature	Date:
6.	I have read and understand the Insurance Wo	aiver.
	Parent/Guardian Signature	Date:

## **Release for Appointment Reminders**

I, (Prin	t), hereby authorize "KIDZ KORNER" to send me an
appointment reminder via e	-mail or text message using the following information
Email remind	ers may contain patient or clinic information such as,
but not	limited to, patient first name and clinic location.
Patient / Guardian Contact II (Please print clearly and legi	
E-mail:	
Cell phone:	
Patient / Guardian (Print):	
Signature:	
Date:	

#### Video/Photography Release

Your signature below indicates that you consent to your child being video/audio recorded or

Parent and/or Guardian consent for Videotaping/Photographing of Evaluation and/or Treatment Session(s).

photographed during evaluations and/or treatment sessions for the purposes of diagnosis, reference, education, and training. Photos and videos will not be posted to the internet/website nor social media outlets. Signature of Legal Guardian: \_\_\_\_\_\_Date: \_\_\_\_\_ I do NOT give Kidz Korner permission to videotape or photograph my child. Signature of Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_ **Kidz Korner Bathroom Policy** Toilet training is an important milestone and self-help skill for children to learn. However, as with any learning experience, this process is developmentally individual to each child. Therefore, we understand that your child may not be potty trained and may require bathroom assistance during their session. If the parent is not present during the session and a toileting need arises, the therapist is responsible for supervising or assisting the child as deemed necessary. If your child is in the process of toilet training or has frequent accidents, please ensure that they use the restroom prior to their session and have a change of clothes as well as a clean diaper/pull-up available. In order to help us best be prepared and understand your wishes, please check all that apply: \_\_\_\_ My child is typically independent in the bathroom. \_\_\_\_ My child typically requires assistance in the bathroom. \_\_\_\_ I give permission for my child's therapist to assist my child in the bathroom. \_\_\_\_ I do not give permission for my child's therapist to assist my child in the bathroom. Please be aware that if you do not wish for your child to be assisted in the bathroom, you should remain in the waiting area during the treatment session. If we do not have permission to assist your child, an accident occurs, and you are not in the waiting area, your child's session may be discontinued for that date of service. This will allow us to ensure our therapy rooms stay in clean/healthy condition for others. By signing below, I am in agreement with the above policy and allow my child's therapist to assist them with their toileting needs. Child's Name

\_\_\_\_ Date

Parent/Guardian Signature

# <u>Authorization for Information Exchange</u>

Child's Name			
Date			
Child's Date o	f Birth		
form information I authorize exc	on pertaining to the aborchange of information	rapy SPOT to give and/or receive in verbove named child.  between Kidz Korner The Pediatric The	
party or partie	s listed below:		
Name	Address	Phone	
for release of i	information shall remair	e considered to be as valid as the original needs to be as valid as the original needs and may be reported that the state of the state	
		tained will be treated in a confidential r permission unless required by law.	nanner and will not
Parent/auardia	an sianature:	Date:	

# Permission to Pick up from Therapy

I		(Parent/Guardian) of	
people		(Child's Name) author	rize the following
	to pick-up my child from Thera	ıpy at Kidz Korner.	
	Name	Phone #	Relationship
	1		
	2		
	3		
	4		
	5		
	Parent/Guardian Signature		
	Date		

# **School IEP Disclosure**

## Is your child receiving therapy services in the school?

YES: (please provide a copy of your child's IEP to ensure there is no duplication of services)
NO: (Please sign below)
<b>To</b> : Tricare Referral Management
From: Mr./Mrs
Date:
Re: OT services for my child
To Whom It May Concern, My child is currently not receiving any therapy (OT, PT or ST) services at school or privately besides at Kidz Korner The Pediatric Therapy SPOT. Thank you for your help with this matter.
Sincerely,

# Release of Liability/Authorization for Treatment

l,	, acknowledge and agree to
11d v 0 111 y 0 1111 d ,	, participate in
therapy services at KIDZ KORNER. I acknowled in the use of therapy equipment. I herby release owners, therapists, employees, representative organizations acting on its behalf in connection which I or my child may have arising connection with my child's participation in the	edge that there is some risk inherent ease KIDZ KORNER, its principle res and all other individuals or tion with this program from any and ng from, resulting from, or in
injuries resulting from the use of play equipm foregoing shall exclude any grossly negligen omissions by KIDZ KORNER. This release shall the benefit of the parties and their respectiv representatives, and successors. This agreen and completely releasing and discharging k therapists, employees, representatives and acting on behalf of KIDZ KONRER, in connectiability as herein described.	nent during the program. The at or willful or wanton acts or to be binding upon and shall ensure to be heirs, executors, legal ment is signed for the purpose of fully KIDZ KORNER, its principle owners, all other individuals or organizations
By signing below, I, on behalf of myself, my heirs, agents and/or representatives, hereby waive, release and forever discharge KIDZ KORNER, including without limitation its principle owners, therapists, and employees from any and all liability, damages, claims, demands, and/or causes of action, whether known or unknown, whether now or existing in the future, for any claims for physical injury or disease.	
Parent/Guardian Signature	Date