Sunny Speech

### **Background Information**

Baby's Name:	Date of Birth: Current age:
Baby's Address:	Parent/Caregiver Phone Number:
Parent/Caregiver Name:	Parent/Caregiver Email Address:
Baby's Primary Care Doctor:	Baby's Primary Care Doctor Phone Number:

Has your child been to his/her primary care doctor?

Yes	No. Please specify why not: _
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Have you seen any specialist, doctor or therapist for your baby's feeding difficulties?

No Yes. Please specify:	No	
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## **Baby's Prenatal History**

Is this your biological baby?

Yes	No. What is known about pregnancy history?

#### Were there any prenatal complications?

Polyhydraminos	Breech position	HELLP syndrome	IUGR
Cervical cerclage	Multiples. Please	specify:	Preeclampsia
Atypical positioning	LGA	SGA	Gastroschisis
Other. Please specify:			

#### Were you (or your baby's birth mother) placed on bed rest?

No	Yes. At what month and for how long?

## Did you (or your baby's birth mother) receive prenatal care?

Yes	No. Reason:	

#### Did your baby move positions frequently in-utero?

Yes	No. What position did they stay in most of the time?
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#### Was your baby exposed to controlled substances or alcohol in-utero?

No	Yes. Please specify:



Additional information: \_\_\_\_\_ **Baby's Birth History** How many weeks gestation was your baby born? \_\_\_\_\_ Weeks What was your baby's birth weight? \_\_\_\_\_ lbs, \_\_\_\_\_ oz How was your baby delivered? (please check all that apply) Assisted delivery Natural Deliverv Natural Delivery Cesarean Section without Epidural with Epidural (forceps or vacuum) Where was your baby's birth? \_\_\_ Birthing center Other: Hospital Home Were there any birth complications? (please check all the apply) Jaundice Intubation Infection Hypoxia Nucal cord Prolonged labor Preeclampsia Delivery assistance \_\_\_\_ Other: \_\_\_\_\_ Did you (or the birth mother of your child) have any complications during the birth of your baby? (please check all the apply) Low blood pressure Hemorrhaging \_\_\_\_ High blood pressure Other. Please specify: Additional information: **Baby's Postnatal History** Did your baby spend time in the NICU? \_\_\_\_No \_\_\_\_Yes. Length of stay: \_\_\_\_\_\_ Treatments received:

What was your baby's length of stay in the hospital/birthing center after birth?



1 day		2-3 days	;	3-4 days	Other:
Was your bab after birth?	y able to b	be placed on the	mother's che	est for skin-to	-skin contact immediately
Yes	No. Pleas	e specify why: _			
Did your baby	have any	problems after b	pirth? (please	check all tha	t apply)
Fracture	RS	-			
Mhat was voi	ır baby'e fi	irst feeding from	2		
Breast		ottle Tube			
Additional in	nformatio	on:			
Baby's Fee	dina His	tory			
Baby's Fee	ding His	tory			
<b>Baby's Fee</b> How is your b	_	-			
-	_	ally fed?	Ot	her:	
How is your b	aby typica	ally fed?	Ot	her:	
How is your b	aby typica Breast	ally fed?		her:	
How is your b Bottle Was breastfee	aby typica Breast	ally fed?		her:	
How is your b Bottle Was breastfee Yes	aby typica Breast eding atter _ No	ally fed? Tube. Type: mpted after birth	?		
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How is your b Bottle Was breastfee Yes Were there an	aby typica Breast eding atter _ No y complic	ally fed? Tube. Type: mpted after birth ations with breas	? stfeeding afte	er birth?	

No	Yes. Please specify:

### Is your baby fed via tube?

No	Yes. Please specify:

What is the average	e amount of	feeds	per day	?				
8-10 times	5-7 times	4-6	times	On dem	and	Otl	ner:	
What is the average		•						
5-10 minutes	15-20 mi	nutes	30-	45 minutes		Other: _		
What is the average	je amount yo	ur bab	y is cor	nsuming eac	ch fee	eding?		
1-2 ounces	3-4 ounc	es	5-6	ounces		Other: _		
Has your baby eve	er had a swal	low stu	ıdy?					
NoYes	. Please spe	cify res	ults:					
Does your baby co	ough, sputter	, or cho	oke whi	le feeding?				
No Yes				_				
Does your baby us								
YesNo.	Please spec	ity why	/:					
About how many v	wet diapers c	loes yo	ur baby	y have in 24	hour	rs?		
6 or more	4-6		_2-4		0-2		No	t consistent
About how many of	dirty diapers	does y	our bab	y have in 24	1 hou	ırs?		
3 or more	2		1		0			Not consistent
What does your ba	aby's stool ty	pically	look lik	e?			ł	
Yellow/curds	Gre	en/bro	wn _	Tary/Blac	ck	Blo	oody	Not consistent
Additional infor	mation:							
Baby's Medica	<u>l History</u>							
Has your baby eve	er been diagr	losed v	vith a m	nedical conc	dition	, syndr	ome or	disorder?
	. Please sp					-		

Does your baby currently have any of the following? (please check all that apply)

Hemop	ohilia High blood pressure		Fractures	Inflammation		
Diarrhe	arrhea Contagious skin disorde		Tracheostomy	Abdominal lump		
Swoller	n joints	Distention of abdomen	Seizure disorder	Fever		
Maligna	ant cyst	Blood sugar disorder	Jaundice	Recent surgery		
Vericos	e Veins	Broken or Dislocated bones	Hydrocephalus	Other:		
Has your ba	iby ever bee	n diagnosed with tongue, lip	o or cheek ties?			
	-	ify type(s): Tongue		( Right, Left)		
	by over bee	n treated for tongue, lip or c	book tios?			
-	-	od of release: Scissor		urgical with sutures		
110						
Has your ba	by been dia	gnosed or have any suspec	ted structural difference	ces?		
Torticol	llis	Plagiocephaly	Other:			
Does your b	aby have an	y known allergies (latex, me	edications, etc.)?			
		ase specify:				
Does your baby have reflux?						
No Yes. Please time of day:						
Is your baby	/ up-to-date	on his/her vaccinations?				
YesNo						
ls vour baby	le veur beby eurrently teking env medicetione?					
Is your baby currently taking any medications? No Yes. Please specify type(s) of medication and what it is taken for:						
Did your baby pass his/her newborn hearing screening?						
YesNo. Follow up appointment date:						
Does your baby have a history of ear infections?						
No	Yes. Please specify frequency:					
1						

#### Where does your baby sleep?

Crib/bassinet in baby's room	Crib/bassinet in parent's room	Co-sleeper on parent's bed
Parent's bed	Other. Please specify:	

#### How is your baby's sleep at night?

Good (sleeps through night)	Fair (sleeps for 4-5 hours at a time)	Poor (does not sleep for more than 4 hours)
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#### How is your baby's sleep for naps?

Good	Fair	Poor
(Takes 1.5-2 hour naps a few	(Takes 1-1.5 hour naps a few times	(Takes short 30 minute naps a few times per
times per day)	per day)	day)

#### In what position does your baby sleep?

On his/her back	On his/her tummy	Other:	
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#### Do you have your baby on a schedule and/or routine?

No	Yes. Please specify:

#### Is your baby colicky and/or hard to console?

No	Yes. Please specify:	

None

## Does anyone in your baby's household smoke?

\_\_\_\_ No \_\_\_\_ Yes. Please specify who and where it's done: \_\_\_\_\_

#### How often does your baby get tummy time?

1 time per day	2-3 times per day	3-4 times per day
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#### Additional information:





www.sunnyspeech.com office@sunnyspeech.com Office Phone: 407-486-2262 Fax: 850-391-4178

# Sunny Speech Insurance Agreement

Client Name:	Date:
Primary Insurer:	Policy #:
Secondary Insurer:	Policy #:

I give consent for Sunny Speech Inc. to bill Medicaid / Private Insurance for covered services for my child's evaluation and therapy sessions. My signature also authorizes Sunny Speech Inc. to release health records and educational services to Medicaid / Private Insurance as necessary for eligibility verification, billing and auditing. I agree to pay all amounts that are not covered by my insurer(s) and for which I am responsible under state and federal law. I understand that these amounts my include, but are not limited to co-payments, deductibles and amounts denied by Medicaid / Private Insurance. It is understood that the above explanation of benefits is not a guarantee of payment as it remains subject to benefit limits, exclusions and eligibility.

Sunny Speech Inc. will bill Medicaid / Private Insurance for evaluation and therapy services rendered. However, if your child has any changes in coverage including:

- Change in Medicaid provider
- Loss of Medicaid coverage
- New private insurance policy
- Change in private insurance policy
- Loss of private insurance
- Other changes in insurance overage

Please contact Sunny Speech Inc. immediately at 407-486-2262. If we are not informed of these changes, it may be impossible for us to bill your insurance or Medicaid carrier and you may be held responsible to pay our private rate fees.

Private Pay Rates:

Initial Evaluation \$100	Re-Evaluation \$100	Travel Fee \$5-\$10
30-Min. Therapy Session \$50	45-Min. Therapy Session \$75	60-Min.Therapy Session \$100

#### Please send a clear picture of your current insurance card(s) to office@sunnyspeech.com

Print Name:	Relationship to Client:
Signature:	Date:



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# **Cancellation/No-Show Policy**

Regular attendance is imperative for our services to be effective and beneficial for our clients. For goals to be accomplished, presence and engagement in therapy is necessary. Our therapists make every effort to accommodate client's schedules when making appointments. Irregular attendance costs both the therapist and the company time and money. It is therefore the responsibility of the parent/guardian of the client to attend all appointments. Please communicate with your therapist to create a realistic scheduling system that will be effective for you and your family. If you find a cancellation or rescheduling necessary, please contact your child's therapist directly as soon as possible.

#### **Cancellation Policy:**

We request that if you must cancel your appointment, that you give your therapist 24 hours' notice to allow for rescheduling of sessions. If you contact your therapist within 24 hours from the scheduled appointment time it is considered a cancellation. We understand circumstances arise, however, communicating with your therapist as soon as possible is extremely important. After the first cancellation, the therapist will contact you to reschedule. If **3 appointments** are cancelled within 24 hours notice, the therapist reserves the right to remove the client from her schedule. The 3 appointments cancelled also include "No-Shows" (see below for further explanation of a "No-Show"). This means that the client will no longer receive services from Sunny Speech Inc.

#### **No-Show Policy:**

If you do not call to cancel at least 2 hours prior to your scheduled appointment or if the therapist arrives to the client's home/daycare and the client is not present, it is considered a "No-Show"

- After the first No-Show, the therapist will call/text to reschedule and our office manager will contact you to remind you of our policy
- After **2 No-Shows**, therapy will be discontinued and the client will no longer be able to receive speech therapy services with Sunny Speech Inc.
- If the client is more than 10 minutes late to the scheduled therapy session, it is considered a No-Show as well

If you are going on vacation or will be out for an extended period of time, please let your therapist know more than 48 hours from your scheduled appointment time. If you will be out more than 2 weeks, your scheduled therapy times are subject to change according to the therapist's availability.

I acknowledge the receipt of this cancellation policy:

Parent/Guardian Signature: \_\_\_\_\_

Date:



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## NOTICE OF PRIVACY PRACTICES

This Notice of Privacy Practices is given to you as a requirement of the Health Insurance Portability and Accountability Act (HIPPA). This notice communicates to you how we may use or disclose your protected health information (PHI), with whom we may share the information with, and about the safeguards we have in place to protect it. It also explains your rights to access and amend your protected health information. You have the right to approve or refuse the release of specific information outside of our practice except when the release is required or authorized by law or regulation. Our policy has always been to keep the patient's records safe. Records are stored in a computer or secured data software. Records can also be kept by your child's therapists in a folder of papers with the patient's name and identification number on it. Records tell what treatments and tests a patient has had and medical information the doctors have provided. Files are kept for at least 6 years from the date of termination of services. ACKNOWLEDGMENT OF RECEIPT OF THIS NOTICE: You will be asked to provide a signed acknowledgment of receipt of this notice on the patient

form. Our intent is to make you aware of the possible uses and disclosures of your protected health information and your privacy rights. The delivery of therapy services will in no way be conditioned upon our signed acknowledgment. If you decline to provide a signed acknowledgment, we will continue to provide your treatment, and will use and disclose your protected health information for treatment, payment and health care operations when necessary.

OUR DUTIES TO YOU REGARDING PROTECTED HEALTH INFORMATION: "Protected health information" (PHI) is individually identifiable health information. This information includes demographics (for example, age, address), and relates to your past, present, or future physical or mental health or condition and related health care services. Our practice is required by law to do the following: • Keep your PHI private • Give you this notice of our legal duties and privacy practices related to the use and disclosure of PHI • Follow the terms of the notice currently in effect • Communicate to you any changes we may make in the notice.

HOW WE MAY USE OR DISCLOSE YOUR PROTECTED HEALTH INFORMATION: Following are examples of permitted uses and disclosures of your PHI. These examples are not exhaustive.

1. Treatment- We will use and disclose your PHI to provide, coordinate, or manage your therapy and/or related services. This includes the coordination or management of your treatment with a third party. For example, we may disclose your PHI from time-to-time to another physician (for example, your ordering physician, pediatric dentist, neurologist) who becomes involved in your care for diagnosis or treatment.

2. Payment- Your PHI will be used, as needed, to obtain payment for therapy services provided. This may include certain activities we may need to undertake before your health care insurer approves or pays for the therapy services recommended for you, such as determining eligibility or coverage for benefits, reviewing services provided to you for medical necessity, and undertaking utilization review activities. For example, obtaining approval for speech therapy might require that your relevant PHI to be disclosed to obtain approval of therapy.

3. Practice Operations- We may use or disclose, as needed, your PHI to support our daily activities related to therapy services. These activities include, but are not limited to billing, collections, oversight or staff performance reviews, licensing, communications about a product or service, and conducting or arranging for other health care related activities. For example, we may disclose your PHI to a billing agency in order to prepare claims for reimbursement for the services we provide to you. We may disclose your PHI to college level students, that see patients for training/educational purposes. We may call you by name in the waiting room when your therapist is ready to see you. We may use or disclose your PHI, as necessary, to contact you to remind you of your appointment via phone, email, or mail. These business associates at our practice will also be required to protect your health information.

 Required by Law- We may use or disclose your PHI if law or regulation requires the use or disclosure.
Public Health- We may disclose your PHI to a public health authority that is permitted by law to collect or receive the information. For example, disclosure may be necessary to report child abuse or neglect ·

6. Legal Proceedings- We may disclose PHI during any judicial or administrative proceeding, in response to a court order or administrative tribunal (if Uses AND DISCLOSURES OF PROTECTED HEALTH INFORMATION REQUIRING YOUR PERMISSION: In some circumstances, you have the opportunity to agree or object to the use or disclosure of all or part of your PHI. These circumstances will require you to give consent on our authorization for release of information form. Following are examples in which your agreement or objection is required. A member of your family that brings your child to therapy, a teacher or therapist and the child's school, or a relative, a close friend, or any other person you identify that has involvement in your child's therapy, or to someone who helps pay for the services provided. You can notify us of your agreement via text, verbal communication, written communication (email).

YOUR RIGHT REGARDING YOU PROTECTED HEALTH INFORMATION: You may exercise the following rights by submitting a written request to our office manager

Right to Request Restrictions- You may ask us not to use or disclose any part of your PHI for treatment, payment or health care operations. In your request, you must tell us (1) what information you want restricted; (2) whether you want to restrict our use or disclosure, or both; (3) to whom you want the restriction to apply; and (4) an expiration date. If we believe that the restriction is not in the best interest of either party, or that we cannot reasonably accommodate the request, we are not required to agree to your request. If the restriction is mutually agreed upon, we will not use or disclose your PHI in violation of that restriction. You may revoke a previously agreed upon restriction, at any time, in writing.

Right to Request Confidential Communications- You may request that we communicate with you using alternative means or at an alternative location not originally indicated on the initial patient forms. We will accommodate reasonable requests, when possible.

Right to Request Amendment- If you believe that the information, we have about you is incorrect or incomplete, you may request an amendment to your PHI as long as we maintain this information.

Right to Obtain a Copy of this Notice - You may obtain a paper copy of this notice from us by requesting one or view it or download it electronically at our web site

Complaints- If you believe these privacy rights have been violated, you may file a written complaint with our Office Manager. No retaliation will occur against you for filing a complaint.

You may request by written notice an accounting of the disclosures we have made of the patient's PHI. The disclosure must have been made after July 1, 2021, and no more than 6 years prior to the date of request. RIGHTS TO CHANGE TERMS OF THIS NOTICE

We reserve the right to modify and change the terms in this notice. We reserve the right to make the revised or changed notice effective for health information we already have about you as well as any information we receive in the future. You may request and receive a copy of this Notice of Privacy Practices in writing or by accessing our web site at www.sunnyspeech.com.

By signing below, I agree that I have received a copy of the Privacy Policy

Signature of parent/quardian

Date

Printed name of parent/guardian

Name of client



www.sunnyspeech.com office.sunnyspeechinc@gmail.com Office Phone: 407-486-2262 Fax: 850-391-4178

# COVID-19 Policy

Due to the consistent increase in COVID-19 cases and the vulnerable populations we work with, we have enacted a policy for keeping our patients and therapists safe during the pandemic. The following responsibilities of our therapists and the responsibilities expected of our patients' families are outlined below:

Therapist Responsibilities:

- Wear a mask in the client's home or daycare
- Wear gloves when working inside a child's mouth or on face
- Sanitize and/or wash hands upon arrival or before entry into each home or daycare
- Receive the COVID-19 vaccine
- Sanitize therapy toys, tools or equipment after each session
- If exposure or symptoms occur, notify all families and isolate for time recommended by CDC
- If exposure or symptoms occur, reschedule therapy sessions to teletherapy appointments if well enough to conduct sessions
- If notified of a patient and/or their family being exposed, reschedule therapy session for teletherapy (if family is well enough to participate)
- Resume in-person therapy sessions after isolation for recommended time and testing negative for COVID-19
- Continue teletherapy sessions if patient/family requests and/or the therapist has a preexisting condition which puts them at greater risk if exposed to COVID-19

### Patient/Family Responsibilities:

- Notify your child's therapist if exposure or symptoms occur immediately
- If you or your child have been exposed or have symptoms, reschedule session(s) to teletherapy appointment(s) if well enough to participate in sessions
- Resume in-person sessions once recommended isolation time occurs
- If your therapist has been exposed or has symptoms, coordinate rescheduling the session(s) to teletherapy appointment(s) with them, if the therapist is well enough to conduct sessions

We appreciate your efforts in keeping everyone safe during these difficult times. Thank you!



#### Tallahassee, FL www.sunnyspeech.com office.sunnyspeechinc@gmail.com Office Phone: 407-486-2262 Fax: 850-391-4178

### AUTHORIZATION TO RELEASE/EXCHANGE CONFIDENTIAL INFORMATION

Child's Name: Child's Date of Birth:

I,	, authorize the Sunny Speech Inc. to:
	(printed name of parent/caregiver)
	release records to, obtain records from and exchange information with <b>any and all</b> healthcare professionals whom my child is currently or has previously been seen by
	release records to, obtain records from and exchange information with <b>only specific</b> healthcare professionals whom my child is currently or has previously been seen by (indicated below)

In order to best serve your child in evaluation/assessment and coordinating treatment, we ask for your permission to exchange information with your child's current and/or previous healthcare providers. Our notice of privacy practices provides information about how we may use and disclose protected health information (PHI) about you pursuant to our patient consent form. On occasion, the patient and the practice may want to use (PHI) for the reason other than treatment, payment, and health care operations. This form summarizes the anticipated use of information about you for which this authorization is required. The practice provides this form to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPPA) and the Health Information Technology for Economic and Clinical Health Act of 2009 among other laws. The below mentioned protected health information may be subject to re-disclosure by the party receiving the information and may no longer be protected by the privacy rules. We assume no liability for disclosure by the receiving party.

Signature of parent/guardian



Tallahassee, FL www.sunnyspeech.com office.sunnyspeechinc@gmail.com Office Phone: 407-486-2262 Fax: 850-391-4178

## **Consent for Clinical Student Diagnostic and Treatment Services**

Client name

Date of Birth

As part of the training of future professionals, clinical speech-language pathology students are required to complete practicum hours under the direct supervision of a certified speech-language pathologist.

\_\_\_\_\_ I **authorize** observation, evaluation and/or treatment services to be conducted by clinical practicum students under the direct supervision of a certified speech-language pathologist.

\_\_\_\_\_ I **decline** observation, evaluation and/or treatment services to be conducted by clinical practicum students under the direct supervision of a certified speech-language pathologist.

By signing, I understand that services provided by clinical practicum students are for training purposes and that the certified speech-language pathologist is responsible for all services provided.

Signature of parent/guardian

Date

Printed name of parent/guardian