



Team Autism

M E M P H I S

2018 EXETER ROAD • THE OFFICE CENTER • GERMANTOWN, TENNESSEE 38138 • (901) 337-7524

FINANCIAL AND CANCELLATION POLICY

Thank you for choosing Team Autism Memphis. We are committed to your child's therapy being successful. The following is a statement of our financial policy. We ask that you read and sign the policy before therapy begins.

PAYMENT FOR SERVICES

- A. Payment is due at the time of services for evaluations, consultations and conferences. We accept cash, personal checks and all major credit cards.
- B. Upon enrollment in therapy, you will be asked to select a payment plan that best fits your needs. This will need to be addressed before therapy begins.
- C. Please ask to see if we accept your insurance. If we do not, our office is able to provide the necessary forms at your request to file for reimbursement from your insurance company. If we do accept your insurance, we will file insurance claims directly to the insurance company.
- D. There is a \$20 charge for returned checks.
- E. There is a charge for parent conferences, telephone conferences, school conferences, and special request letters and reports.

ATTENDANCE AND CANCELLATIONS

- A. We will be closed on the following holidays: New Years Day, Good Friday, 4th of July, Labor Day, Thanksgiving Day, Thanksgiving Friday, and Christmas week.
- B. Since weather-related school and business closing vary considerably throughout the surrounding area, we do not attempt to follow any predetermined guidelines based on those closings. We will notify all parents scheduled for an appointment regarding closures of the clinic due to inclement weather unless notification is not possible. (such as during an ice storm when phone lines are down). Otherwise, you may assume that the clinic is open. Please call the clinic to verify scheduling if you have any questions about closings related to weather.
- C. It is our practice to assign or reserve fixed appointment times for patients for the planned duration of therapy (i.e. 2:30 every Tuesday and Thursday). This practice is designed and intended as convenience for our patients. However, we can only extend this convenience based on regular attendance. Regular attendance is necessary for efficient clinic operation as well as successful therapeutic outcome. Therefore, we reserve the right to suspend or cancel reserved appointments times based on attendance patterns.

Thank you for understanding our financial and cancellation policies. Please let us know if there are any questions or concerns.

I have read the financial and cancellation policy above, and I understand and agree to this policy.

Parent name:

Responsible party:

Date: