**Dear Parent(s)/Guardian,**

Thank you for choosing me to provide therapy services for your child. This packet of information contains a Patient Rights and Consent to Evaluation/Treatment Form, HIPAA Notice of Privacy Practices and Notice of Privacy Practice Acknowledgement Form, and Payment Agreement. Please review all forms and sign where noted and return to therapist with the exception of the HIPAA Notice of Privacy Practices. This you keep for your reference.

**Insurance Patients:**

Melissa Swift, my Medical Biller, contacts our insurance company to check benefits, eligibility, as well as outlined requirements to be met by the patient for insurance authorization. Your Childs therapy authorization may require, but not maximized to: deductible, copay/coinsurance amount, limited number of visits, reporting requirements, etc. Melissa in turn has outlined any fees that must be payed at start of each visit. I would appreciate you taking care of that amount with me before the session begins. Melissa will be billing your insurance after each session. Feel free to contact her at (303)915-4549 or by email at melissas@swiftmedicalbilling.org for questions or concerns you may have regarding insurance coverage, etc. Insurance reimbursement should be sent directly to me as your child’s therapy provider. Sometimes, the checks can be sent to the family. If that should occur, please notify me and then sign the insurance check over to me and I will collect the check and explanation of benefits from you at my next session with your child.

**Medicaid Patients:**

Medicaid clients eligibility will be verified before therapy begins and then each month thereafter for duration of therapy. You will be notified if your child is ineligible and therapy will be put ON HOLD until your child’s Medicaid is active again. If your child continues ineligibility, discharge may occur. Please contact and notify your child’s therapist if you are aware of losing future benefits.

I look forward to working as a team with you and your child and providing quality therapy service for your child.

Swift Medical Billing

September 2018