



December 1, 2006

Dear Client:

Effective January 1, 2007, SPEECH PATHways will be increasing the fee for less than 24-hour cancellation notice and/or no-show appointments to \$60.00. SPEECH PATHways will be willing to make exceptions to this policy only in rare, extenuating circumstances. Please keep in mind that careful planning and preparation goes into your child's therapy session. When a session is missed, it leaves an open therapy spot for another child/client who would benefit from SPEECH PATHways services. In addition, consistency is crucial in the remediation of speech and language deficits.

In the event that attendance becomes a chronic issue, you will be required to pay for the entire session fee if you wish to maintain your current treatment time. This policy will only be instituted as a result of a high frequency of last minute cancellations and/or no show appointments. You will be notified in writing if this policy is to be implemented.

Please complete the bottom portion of this letter and return to SPEECH PATHways. Your therapist can provide you with a copy of this signed document for your records. If you have any questions regarding this matter, I would be happy to discuss it with you.

Kim

Kimberly A. Bell, M.S., CCC-SLP
Owner/Speech-Language Pathologist
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I _____, understand that there will be a \$60.00 fee for less than 24-hour cancellation notice and/or no-show appointments after January 1, 2007.

The fee for missed appointments must be collected prior to (or at) your next scheduled appointment if you pay via check or cash. If you have a credit card on file, your credit card will be billed directly for the missed appointment.

Patient Name

Patient or Guardian Signature

Date