PEDS SLP

University Programs in Communication Disorders Eastern Washington University + Washington State University

Explanation	of Se	rvices
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To Whom This May Concern:

Thank you for your inquiry into our clinical services. The University Hearing and Speech Clinic is a training facility for graduate students preparing for careers in speech-language pathology. As such, it operates on a semester system, with short breaks between semesters during which speech and hearing services are not provided. We make every effort to accept clients for evaluation and/or treatment soon after referrals are received and, if a client is accepted for therapy, we attempt to maintain service until the treatment issues are resolved. The number of clients seen, however, is determined, in part, by student enrollment, therefore availability and continuity of service cannot be guaranteed. If we are unable to accommodate you, a list of other agencies which provide speech-language and/or audiology services will be made available at your request. We are committed to the fair and equitable treatment of our clients. No individual shall be discriminated against on the basis of race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran.

I have read this explanation of services and understand that enrollment in and continuation of therapy cannot be guaranteed.

Please sign, date and return this form to the clinic office.

Signature		Date
□Client □Parent/Guardian	□Care Provider	Date

University Programs in Communication Disorders
Eastern Washington University • Washington State University

CARE AGREEMENT

CONSENT TO AUDIO/VIDEO TAPE/OBSERVATION

The University Hearing & Speech Clinic is a student training and community service facility. As such, all patients are seen by graduate student clinicians who are directed and observed by licensed and certified faculty. The student clinicians may sometimes be required to videotape and/or audio tape part, or all, of the session for their training as Speech-Language Pathologists. These photographs, videotapes, and/or audio recordings of patients also may be used to keep a record of the patient's care and as an assessment and/or treatment tool during evaluation or treatment. In addition, some evaluation or treatment sessions may be observed by fellow student clinicians for educational purposes.

I understand that I am authorizing the University Hearing and Speech Clinic to take and use photographs, videotapes, and/or audio recordings from my sessions, or the sessions of my child/ward, for the purpose of serving as a record of patient care, a treatment tool during evaluation or treatment, and for educational purposes and training of student clinicians.

This authorization will expire on 12/31/2099 **OR** when I revoke this consent by notifying the clinic in writing. Should I withdraw my consent, I understand it would not apply to the photographs, videotapes, and/or audio recordings that had already been collected under the prior consent.

CONSENT TO TREAT

I, as a patient or representative thereof, give permission to graduate student clinicians of the University Hearing & Speech Clinic (UPCD) to provide necessary speech, language, and audiometric evaluations and to make instructional therapy plans in my best interest as a patient, or for the patient I represent. I understand that these graduate student clinicians will be working under the supervision of a state licensed and American Speech and Hearing Association (ASHA) certified Speech-Language Pathologist or Audiologist. I understand that the results of testing or therapy will be kept confidential and will be made available only to the professional staff and other professional personnel concerned with this case for whom I have signed a separate release of information form.

SIGNATURE

If any part of this form is unclear or not fully understood please ask questions prior to signing.

By signing below I acknowledge that I am over the age of 18, have read this document (or had it read to me) and fully understand and accept the terms of this agreement, and agree to receive healthcare from the University Hearing and Speech Clinic.

Patient or Authorized Representative Signature	Date

University Programs in Communication Disorders Eastern Washington University + Washington State University

HIPAA NOTICE OF PRIVACY PRACTICES UNIVERSITY SPEECH AND HEARING CLINIC EFFECTIVE DATE: APRIL 14, 2003

Acknowledgement of receipt of this Notice:

By signing this sheet you acknowledge that you have read or received a copy of EWU Notice of Privacy Practices. This acknowledgement will become part of your records.

Print Name:
Date:
Signature (patient or person authorized to give consent)
If signed by person other than patient – provide reason and relationship to patient

University Programs in Communication Disorders Eastern Washington University + Washington State University

<u>CLINICAL SERVICE AGREEMENT:</u> (Revised 8-1-2012)

Patient:		_ Date of Bir	th•
Current Address:			
Phone: (home)			
Contact Person (if different):		135	
Please Indicate Your Method of Payment* (*Please note: Our facility is not a Medicare PSelf Pay	(✓):		
Insurance (Carrier)			
Insurance ID #:	Subsc	criber:	
Referring Physician/Primary Care Physician:			
No Show/Cancellation Policy: Please notify us 24 hours in advance if you advance notice may result in forfeiture of sche Child Supervision Policy: Parents/legal guardians are responsible for the required to remain in the clinic area during tr	must cancel. Failure to duled appointment days	attend three (3) sand times and/or d	sessions without at least 24 hours discharge from treatment.
for the care or supervision of children before of is appreciated. Failure to provide adequate sup	if aller sessions or the on	ra at aiblines dis	
Please Read Carefully: If services are covered by your insurance compresponsible for the total cost of services. Medicovered. If your insurance company requires a doctor. It is also your responsibility to fully un of visits allowed and number of visits used. An information provided by your insurance carrier	pany, the clinic will, as a care patients please note referral, it is your responderstand your own insurant benefit quotes provide	courtesy, bill for that services provinsibility to obtain ance benefits and	you; however, you are ultimately vided by the clinic are not the referral from your medical to keep track of both the number
All co-pay and deductible amounts are expecte made in advance. If you have a balance due aft be your financial responsibility to pay this bala or collection fees. You will be held financially collection of any unpaid accounts.	d to be paid on the date of ter insurance has process	of service unless of sed our bill, a state	other arrangements have been ement will be sent to you. It will
I authorize the release of any medical records the health activities, workers' compensation, or disaus. I also understand that the Speech-Language other's records without further authorization an involved in my care.	e Pathologists and Audio	nsurance company	nt, treatment, operations, public y to make payments directly to
By signing below I acknowledge that I am over understand and accept its terms and conditions.	the age of 18, have read	this document (or	r had it read to me), and fully
Patient's Signature (or responsible party)			Date

University Programs in Communication Disorders Eastern Washington University + Washington State University

SLIDING FEE APPLICATION

The University Hearing and Speech Clinic offer a sliding fee schedule for persons with limited incomes. Health insurance coverage will be sought first. The fee adjustment is based on gross income and household size and is good for one university/academic year. Persons with extenuating financial circumstances may also be eligible for a temporary fee adjustment. *Please complete this form only if you are interested in applying for the sliding fee.

*Please note that the sliding fee is not available for the purchase of a hearing aid or durable medical equipment.

To apply for a fee adjustment, the client or responsible party must provide the clinic with a copy of their most recent income tax return <u>and</u> a copy of their past two months pay stubs. The standard base fee will be in effect until the clinic has received the required financial documentation. As we are not a Medicare provider, Medicare patients are eligible for a specific fee adjustment. Please call the Patient Care Coordinator for details.

Name of Client:	SS#
Responsible Party:	
Average income: \$per	
Verification Attached - Copies are satisfactory	
Past 2 Months Pay stubs ANDPast Year	's Tax Return Other
Other financial information you would like to report or	
To the best of my knowledge, the above information is	
Date of Application	Signature of Applicant
**************************************	CE USE ONLY *****************
Income/household size (SFS) □	Projected Annual Income:
Extenuating circumstance	Wage Earner 1 \$
Student Educational Training	Wage Earner 2 \$
	TOTAL \$
Effective date of adjustment	
Academic Term	
(Initial) □ Evaluation fee: \$	
(Initial) Therapy fee per semester: \$	
(Initial) D Other (Hearing, etc.): \$	
Signature of client / representative	Date
Signature of Clinic Director	Date

UNIVERSITY SPEECH AND HEARING CLINIC

University Programs In Communication Disorders
Eastern Washington University + Washington State University

CONFIDENTIAL CLIENT INFORMATION

Name of person for whom service	es are being sought:				
		Last	F	irst	
Age: Date of bir	th: Sex: _	M	F Pho	one:	
Address:		City/State:			
Name of person completing this f	form:	Relation	onship with o	elient:	
Referral Source (if different from	above):				
Previous Treatment:	Name		Title		
Description of Problem:					
Related medical or physical factor	rs:				
Onset:Developmental	Acquired If acquire	ed, state cause (i	f known):		
Is hearing or vision limited? Expl Academic Information: Years of school completed:					
Future academic/vocational plan	s:				
<u>Communication:</u> Present method of communication	n:				
Does this person seem to underst	tand more language the s/l	ne uses? Explain	:		
Is this person difficult to understa	and? Explain:				_
Do other family members exhibit					
Others living in household:					
Native Language:					

Does this person:				
make sounds?	yesno	describe:_		
speak in words?	yesno			
speak in sentences?	yesno			
use facial expression to communicate?	yesno			
initiate communication?	yesno			
maintain conversation?	yesno			
terminate conversation?	yesno			
If this person is a child, or if it would	d be beneficial,			
Pregnancy: Mother's health (illnesses, medicines, a	accidents):			
Birth: Any concerns just before, during, or af				
			crying other	
			, <u>, , , , , , , , , , , , , , , , , , </u>	
Development:			Age of first sentence:	
Rate of speech development: fa				
Evaluate the following:	More than average:	Average:	Less than average:	
amount of babbling				
amount of talking when first began	,			
amount of talking at present				
present rate or speed of talking (fast, slow)				
Were developmental milestones (walking, dressing, feeding, etc.) met at expected times? Explain:				
Briefly discuss the child's temperament	t and play abile.			

^{**} Please provide any additional information you feel would be helpful.

University Programs in Communication Disorders Eastern Washington University • Washington State University

CASE HISTORY FORM SUPPLEMENT

Ethnic/Racial Information

Submitting ethnic or racial information is voluntary. Information obtained will be used by the University Programs in Communication Disorders Clinic to facilitate bias-free assessment and management of culturally and linguistically diverse individuals. This information will be kept confidential.

Please check the category(ies) which you identify as the primary ethnic or racial group(s) of the individual to be served by the U.P.C.D. Clinic.

American Indian or Alaska Native -- Origins in any of the original people of North America who maintain cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander -- Origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands.

Black, not Hispanic origin -- Origins in any black racial group.

Hispanic -- Origins of Mexican, Puerto Rican, Cuba, Central or South American or other Spanish culture, regardless of race.

Indicate name of individual to receive or received services through the U.P.C.D. Clinic.

White, not of Hispanic origin -- Origins in any of the original people in

Europe, North Africa of the Middle East.

Other -- Please specify._____

NAME DATE

University Programs in Communication Disorders
Eastern Washington University + Washington State University

Email Informed Consent Form

Introduction

Eastern Washington University-Washington State University (University Speech and Hearing Clinic) provides patients the opportunity to communicate with their physicians, other health care providers, and administrative services by email. Transmitting confidential patient information by email, however, has a number of risks, both general and specific, that patients should consider before using email.

Risk Factors

- Among general email risks are the following:
 - o Email can be immediately broadcast worldwide and be received by many intended and unintended recipients.
 - Recipients can forward email messages to other recipients without the original sender's permission or knowledge.
 - o Users can easily misaddress an email.
 - o Email is easier to falsify than handwritten or signed documents.
 - o Backup copies of email may exist even after the sender or the recipient has deleted his or her copy.
- Among specific patient email risks are the following:
 - Email containing information pertaining to a patient's diagnosis and/or treatment must be included in the patient's medical records. Thus, all individuals who have access to the medical record will have access to the email messages.
 - o Employees do not have an expectation of privacy in email that they send or receive at their place of employment. Thus, patients who send or receive email from their place of employment risk having their employer read their email.
 - o If employers or others, such as insurance companies, read an employee's email and learn of medical treatment, particularly mental health, sexually transmitted diseases, or alcohol and drug abuse information, they may discriminate against the employee/patient. For example, they may fire the employee, not promote the employee, deny insurance coverage, and the like. In addition, the employee could suffer social stigma from the disclosure of such information.
 - O Patients have no way of anticipating how soon Eastern Washington University-Washington State University (University Speech and Hearing Clinic) and its employees and agent will respond to a particular email message. Although Eastern Washington University-Washington State University (University Speech and Hearing Clinic) and its employees and agents will endeavor to read and respond to email promptly, Eastern Washington University-Washington State University (University Speech and Hearing Clinic) cannot guarantee that any particular email message will be read and responded to within any particular period of time. Physicians, nurses, and other health care workers rarely have time during rounds, surgery, consultations, appointments, staff meetings, meetings away from the facility, and meetings with patients and their families to continually monitor whether they have received email. *Thus, patients should not use email in a medical emergency*.

University Programs in Communication Disorders
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Conditions for the Use of Email

- It is the policy of Eastern Washington University-Washington State University (University Speech and Hearing Clinic) that Eastern Washington University-Washington State University (University Speech and Hearing Clinic) will make all email messages sent or received that concern the diagnosis or treatment of a patient part of that patient's medical record and will treat such email messages with the same degree of confidentiality as afforded other portions of the medical record. Eastern Washington University-Washington State University (University Speech and Hearing Clinic) will use reasonable means to protect the security and confidentiality of email information. Because of the risks outlined above, Eastern Washington University-Washington State University (University Speech and Hearing Clinic) cannot, however, guarantee the security and confidentiality of email communication.
- Thus, patients must consent to the use of email for confidential medical information after having been informed of the above risks. Consent to the use of email includes agreement with the following conditions:
 - O All emails to or from the patient concerning diagnosis and/or treatment will be made a part of the patient's medical record. As a part of the medical record, other individuals, such as other physicians, nurses, physical therapists, patient accounts personnel, and the like, and other entities, such as other health care providers and insurers, will have access to email messages contained in medical records.
 - Eastern Washington University-Washington State University (University Speech and Hearing Clinic) may forward email messages within the facility as necessary for diagnosis, treatment, and reimbursement. Eastern Washington University-Washington State University (University Speech and Hearing Clinic) will not, however, forward the email outside the facility without the consent of the patient or as required by law.
 - o If the patient sends an email to [name of facility], one of its physicians, another health care provider, or an administrative department, Eastern Washington University-Washington State University (University Speech and Hearing Clinic) will endeavor to read the email promptly and to respond promptly, if warranted. However, Eastern Washington University-Washington State University (University Speech and Hearing Clinic) can provide no assurance that the recipient of a particular email will read the email message promptly. Because Eastern Washington University-Washington State University (University Speech and Hearing Clinic) cannot assure patients that recipients will read email messages promptly, patients must not use email in a medical emergency.
 - o If a patient's email requires or invites a response, and the recipient does not respond within a reasonable time, the patient is responsible for following up to determine whether the intended recipient received the email and when the recipient will respond.
 - Decause some medical information is so sensitive that unauthorized disclosure can be very damaging, patients should not use email for communications concerning diagnosis or treatment of AIDS/HIV infection; other sexually transmissible or communicable diseases, such as syphilis, gonorrhea, herpes, and the like; mental health or developmental disability; or alcohol and drug abuse.

University Speech and Hearing Clinic • 310 Horth Riverpoint Bivd; Box "V" • Spokane, Washington 99202-1675 o-mail: upcd@wsu.edu Phone 509-828-1323 • FAX 509-368-6890

University Programs in Communication Disorders
Eastern Washington University + Washington State University

- o Because employees do not have a right of privacy in their employer's email system, patients should not use their employer's email system to transmit or receive confidential medical information.
- Eastern Washington University-Washington State University (University Speech and Hearing Clinic) cannot guarantee that electronic communications will be private. Eastern Washington University-Washington State University (University Speech and Hearing Clinic) will take reasonable steps to protect the confidentiality of patient email, but Eastern Washington University-Washington State University (University Speech and Hearing Clinic) is not liable for improper disclosure of confidential information not caused by [name of facility]'s gross negligence or wanton misconduct.
- O If the patient consents to the use of email, the patient is responsible for informing Eastern Washington University-Washington State University (University Speech and Hearing Clinic) of any types of information that the patient does not want to be sent by email other than those set out above.
- Patient is responsible for protecting patient's password or other means of access to email sent or received from Eastern Washington University-Washington State University (University Speech and Hearing Clinic) to protect confidentiality. Eastern Washington University-Washington State University (University Speech and Hearing Clinic) is not liable for breaches of confidentiality caused by patient.
- O Any further use of email by the patient that discusses diagnosis or treatment by the patient constitutes informed consent to the foregoing. You may withdraw consent to the use of email at any time by email or written communication to [name of facility], attention: Director of Health Information.

University Programs in Communication Disorders Eastern Washington University + Washington State University

Email Informed Consent Form

I have read the above risk factors and conditions for the use of email, and I hereby consent to the use of email for communications to and from Eastern Washington University-Washington State University (University Speech and Hearing Clinic) regarding my medical treatment.

Signature of Patient	Date of Signature
Printed Name of Patient	-
Signature of Witness	Date of Signature
Printed Name of Witness	

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Request for Alternate Communications of Patient Information

identifiable health i	nformation regarding me or	nication method for communicating individually another (if different, name of other patient:
		The University Hearing and Speech Clinic.
Alternate Commu	nication Method Requeste	d:
clinic related issues	to be left on voice mail or a	s regarding appointments, cancellations, and other inswering machine at the following number(s): Cellular
clinic related issues	to be sent to the following e	
Signature		Date
Printed name		
Relationship if not p	patient	
method that you are	requesting is reasonable. If	honor your request if the alternate communication The University Hearing and Speech Clinic finds the ble, we will promptly notify you that it is unreasonable
Signature of Designa	ated Official or Designee	Date

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University Programs in Communication Disorders Eastern Washington University + Washington State University

Research Consent Form

Purpose and Benefits

This consent seeks your permission to use your or your child's/family member's assessment and treatment information for educational and research purposes to further our understanding of the effectiveness of our treatment efforts. The primary purpose of the consent is for graduate students to have access and use of data from previously seen clients at our clinic to analyze and report in their master's papers/projects. Very occasionally a student or faculty member may want to use the client file data for a retrospective study.

Procedures

We are requesting your permission to use assessment and treatment information from your or your child's/family member's clinic file from treatment received at the University Programs in Communication Disorders (UPCD) clinic under the supervision of certified Speech-Language Pathologists and/or Audiologists. Graduate students at UPCD are required to critically review assessment and/or treatment information about clients seen at the UPCD clinic. When students are making class presentations or writing papers, your or your child's/family member's name is not used. The file data are used to demonstrate the effectiveness of certain assessment or treatment methods. In this research, it is not necessary to reveal the identity of the person(s) being treated or assessed, so you or your child/family member will be treated anonymously in any reporting of the data.

Risk, Stress or Discomfort

No stress or discomfort is involved for you or your family member if you sign this permission. There is minimal risk of breech of confidentiality but we (the faculty and staff at UPCD) will ensure that no personal identifiers are shared in class or on written documents. This is standard procedure in our courses and all students have signed a confidentiality agreement.

Other Information

You are free to withdraw this permission at anytime without penalty or jeopardizing future care at UPCD or at any other facility. We appreciate your cooperation as we seek to improve our methods of assessment and treatment for communication and hearing disorders. Please feel free to discuss this consent with me, Doreen Nicholas, when you are at UPCD or call me at 509-828-1323.

Agreement for Voluntary Participation in the Study

The use of assessment and treatment information for research purposes has been explained to me and I voluntarily consent to allow my or my child's/family member's clinic file to be reviewed in the future. I have had the opportunity to ask questions about the purpose of this review. I am not waiving any of my legal rights by signing this form. I understand that if I decline participation, I will still be entitled to receive services at UPCD without penalty or prejudice. I understand that upon request, I will receive a signed copy of this consent form.

Name of Client (please print)	Date
Signature of Client or Parent/Legal Guardian	Date
Doreen Nicholas, MS, MHPA CCC-SLP, Clinic Director	Date

Parking:

Parking is available in the Clinic lot adjacent to the Health Science Building, 310 North Riverpoint Blvd. The current rate is \$1.00 per hour. You will need cash (dollar bills only) or credit card for the kiosk. There is also limited free street parking available along Riverpoint Blvd.

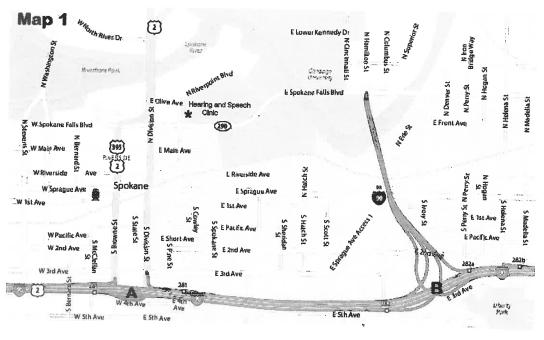
Driving Directions:

From Interstate 90: (Map 1)

(A) Division (Exit 281) street northbound to Spokane Falls Blvd. Right on Spokane Falls Blvd. Left on N.Riverpoint Blvd.

or

(B) Hamilton (Exit 282 or 282A) street northbound to Spokane Falls Blvd. Left on Spokane Falls Blvd (to four way stop). Right (staying on Spokane Falls Blvd). Right on N. Riverpoint Blvd.



From N. Spokane: (Map 2)

- (A) Division St. southbound across bridge (turns into Browne St.). Left on Main Ave. Left on Division St. Right on Spokane Falls Blvd. Left on N. Riverpoint Blvd.
- (B) Hamilton St. southbound. Right on Spokane Falls Blvd (to four way stop). Right (staying on Spokane Falls Blvd.) Right on N. Riverpoint Blvd.

