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BILLING POLICIES AND PROCEDURES

The Sensory Pathway Center, which operates under the Akhil Autism Foundation, is dedicated to delivering exceptional services to enable children to achieve their full potential both at home and in academic settings. Within the Sensory Pathway Center, Occupational Therapy Services will be made available.

- ▶ **EVALUATION** If the client requests a report following the evaluation, an initial report will be sent within two weeks. A billing statement will be enclosed with the report, and payment will be due within two weeks of the billing date.
- ▶ A **CONSULTATION** is billed at the time the service is provided. Full payment is due at that time. A payment receipt will be forwarded at the end of the month.
- ▶ Monthly billing statements for **TREATMENT** are sent to the clients by the 5th of the following month. Payment in full is due by the 30th of that month, regardless of pending insurance claims. If payment is not received by the 30th, a 2% fee will be assessed monthly until the account is paid in full. Continued lack of payment will result in the client's treatment program being discontinued until the account is current.
- ▶ Group health **INSURANCE** may cover a portion of occupational therapy fees; however, we do not directly bill insurance companies. S.P.C. clients submit claims to their insurance carrier to reimburse them directly. Billing forms have been designed to expedite clients' claims.

► **E-Mail Policy:**

Clients may receive communication, reports, and billing through email. However, please note that the billing PDF will be sent via an unsecured server. If you are not comfortable receiving unencrypted emails, you may request to receive invoices via mail. Please indicate your preference accordingly preference below:

- E-mail PDF
- Post mail print-out