



## THE VOZ INSTITUTE

### Policy Review and Procedures

Patient Name: \_\_\_\_\_

Patient DOB: \_\_\_\_\_

*The following information is provided to ensure therapy services provided by The Voz Institute are successful for you or your child. Please review the following policy and procedural information and sign indicating that you are aware and comply.*

- Eligibility and frequency of therapy will be determined by the clinician based on level of severity and will be documented in the child's plan of care/evaluation report with agreement from the caregiver.
- Therapy sessions will be standing, with a specific day and time agreed upon by clinician and caregiver. Please see cancellation policy.
- Therapy visits will be a minimum of 25 minutes and a maximum of 30 minutes, to allow any extra time to discuss current progress, caregiver education, and/or to answer any questions during or at the end of the session.
- A visit/SOAP note will be completed by the clinician following each visit to accurately document child's progress and mastery of goals. A copy of this note can be requested, in print and/or electronically, from the clinician for your records.
- A re-evaluation is recommended every 6-8 months to determine current level of progress, mastery of goals and eligibility for therapy services; however, depending on child's progress he/she may be discharged at any time, making a re-evaluation unnecessary.

**"I have read and consent to the Policy Review and Procedures form regarding therapy services with The Voz Institute."**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Relationship to Patient