**SCHEDULING PROCESS FOR VOICE THERAPY**

1. To begin the registration process, we must have the following information
   a. **Prescription or Order**: for “Voice Evaluation and Treatment” with your diagnosis.
   b. **Demographics**: Date of Birth, Address, Phone #, Email, Emergency Contact
   c. **Insurance**: Primary & Secondary Plans, Group/Policy #, Insured’s Name with Date of Birth (if not the patient)

   **FAX**: (212) 263-0113

2. The speech department will then contact you to schedule your first visit. This may take up to 3-5 business days.

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**PLEASE NOTE: VOICE EVALUATIONS TAKE PLACE AT THE AMBULATORY CARE CENTER:**

- Our address is 240 E38th Street (between 2nd and 3rd Ave.)
- Arrive 20 min before your first visit
- Check in at Registration on the ground floor.
- Proceed to the 17th floor.

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**TIPS & TROUBLESHOOTING**

1. If you have questions about the status of your referral, contact the Intake Office at: (646) 501-6033 (press ‘0’ at prompt).

2. If you would like to schedule an appointment, contact the Speech Department at: (212) 263-6033 (press ‘3’ at prompt, then ‘7’)

*If any of this is missing, the intake process will be delayed.*