

KNOW YOUR BENEFITS FOR SPEECH THERAPY!!

- Call your insurance to see if they cover speech therapy services **for your diagnosis**. If you don't know your diagnosis, ask your doctor!
- Ask if speech therapy requires pre-authorization (this means they need to approve therapy before treatment begins).

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.

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.

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.