



Scott F. McLaughlin Speech & Hearing Clinic

Clinical Services Payment Policy

1/2019

Payment: The client or the client's guarantor/guardian/parent specifically agrees to pay for all costs and charges for treatment at the Scott F. McLaughlin Speech & Hearing Clinic. Treatment is billed per semester, generally 7-14 weeks, of treatment. Treatment is provided by a student in Speech-Language Pathology, supervised and guided by a Certified, Licensed Speech-Language Pathologist.

Payment is due in full by the date listed on your billing invoice. The semester charge is currently \$350.00 (Fall or Spring) and \$175 (Summer). Refunds or credits will not be given for missed sessions. The client or the client's guarantor/guardian/parent may choose to pay per session, rather than the semester fee. The per-session charge is currently \$40.00, due at the beginning of each session. There is no payment plan or reduced fee available for the per session charge.

The Scott F. McLaughlin Speech & Hearing Clinic does not give price reductions for clients who attend 30 minute therapy sessions 1 time per week. All patrons of the clinic are billed at a standard rate.

Paying Your Invoice: Payment for your current billing invoice can generally be given to the administrative assistant. If the administrative assistant is out of the office during the time you wish to pay, please see the Clinic Coordinator in office LIB 180 (east clinic hallway), or the UCO Speech-Language Pathology Program Director in LIB 162 (west clinic hallway). If you cannot find any of the 3 previously mentioned employees please call the clinic at 405-974-5419 to leave a message explaining the situation. Failure to pay the invoice on or before the invoice due date will result in a \$25.00 late fee. Treatment will not be scheduled for the next semester if a balance remains on the client's account at the end of a semester.

Late fee: A late fee of \$25.00 will be added to the bill for each month that your bill is late. To avoid a late fee your bill must be paid in full or you must complete a contract / application by the due date listed on your billing invoice. **No exceptions.** If you attempt to pay your invoice and the administrative assistant is out of the office please follow the directions above in the section "Paying Your Invoice". Applications for potential reduced fees or payment plans are available upon request.



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Payment Plan Policy

9/2018

Payment Plan:

We are committed to the benefit and treatment of our client and understand that families may have financial hardships from time to time. We have developed a payment plan to space the fall, spring, or summer semester fee over two to three payments.

- Fall or spring semester: 2 payments of \$117.00 plus 1 payment of \$116.00 for a total of \$350.00).
- Summer semester: 2 payments of \$87.50 for a total of \$175.00

A client's Payment Plan may be individualized upon request. Payment Plan bills must be paid by the date specified on the billing invoice and the payment plan contract.

To arrange a Payment Plan you must complete the paperwork and submit it to the administrative assistant within 2 weeks of your first scheduled appointment.

Treatment will not be scheduled for the next semester if a balance remains on the client's account at the end of a semester.

Late fee:

A late fee of \$25.00 will be added to the bill for each time your scheduled payment is late. For example, if your payment plan is structured to break the total cost into 3 payments, you are subject to 3 separate late fees. To avoid a late fee your bill must be paid in full or you must complete a contract / application for a payment plan by the due date listed on your invoice.





Scott F. McLaughlin Speech & Hearing Clinic

Reduced Fee Policy

11/2017

Reduced fee:

Applications for reduced fees are available upon request. Applications are required at the beginning of each fall semester, or the semester in which you begin receiving treatment from the Scott F. McLaughlin Speech & Hearing Clinic. The sliding scale is based on the Federal Poverty Guidelines issued by the U.S. Department of Health & Human Services. The application and required supporting materials (proof of income) must be turned in to the Administrative Assistant or Clinical Coordinator within 2 weeks of your first scheduled appointment. If a patron qualifies for a reduced fee, the bill will be adjusted. After the adjustment, a new billing invoice will be issued reflecting the new costs to the client, which must be paid within 2 weeks. A payment plan may be set up if a client does not qualify for reduced fees. Patrons must reapply annually for reduced fees.

Late fee:

A late fee of \$25.00 will be added to the bill for each month that your bill is late. To avoid a late fee your bill must be paid in full or you must complete a contract / application for a payment plan or reduced fee within 2 weeks of your first scheduled appointment.



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UCO Faculty / Staff / Faculty Emeritus

Reduced Fee

9/2018

University of Central Oklahoma employees and faculty emeritus members receive a reduced rate for treatment from the Scott F. McLaughlin Speech & Hearing Clinic. The reduced fee applies if the faculty / staff / faculty emeritus member is receiving treatment, or if their child / dependent is receiving treatment.

1. To qualify, the UCO employee must present their university issued faculty/staff ID card to either the administrative assistant or the clinical coordinator.
 - a. The ID card is copied and the ID number is checked with the human resources department to verify that you are currently on the University of Central Oklahoma payroll and are an active employee of the university.
2. After the human resources department has verified employment a new billing statement will be issued with the discount. If human resources cannot verify active employment the client will be charged the full amount.



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UCO Student Reduced Fee

9/2018

University of Central Oklahoma students who receive speech-language treatment from the Scott F. McLaughlin Speech & Hearing Clinic receive a reduced rate. Reduced rates cannot be used for family members or dependents of the UCO student. If a child/dependent of a UCO student receives treatment from the Scott F. McLaughlin Speech & Hearing Clinic the billing invoice will be made at full cost.

1. To qualify, the UCO student must:
 - a. Be enrolled prior to the first scheduled appointment of the semester and he/she must STAY enrolled after the university "Full Term Web Drop with Refunds Ends" ends. If the student enrolls and withdraws from taking classes before the date to drop classes he/she will be given an additional billing invoice, increasing the fee to the full cost of treatment for that semester.
 - b. Show proof of enrollment in the form of a current transcript showing the classes currently enrolled in for that specific semester. An unofficial transcript printed in the Nigh University Center is sufficient.
2. Once the student presents proof of enrollment to the administrative assistant or the clinical coordinator the billing invoice will be reduced. Proof of enrollment must be turned in to the Scott F. McLaughlin Speech & Hearing Clinic within 2 weeks of the first scheduled appointment of the client. If proof is not turned in within 2 weeks a late fee will be added to the existing bill.
3. In the event that a client takes an 8 week block 1 or 2 course they must pay 50% of the semester fee for the semester block in which they are not enrolled into courses. Once the student presents proof that he/she is enrolled for the 8 week block the fee will then be reduced for that 8 week period in which they are enrolled into courses.



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