

# MIZE & ASSOCIATES

## Speech, Language and Learning Center

111 South Ryan, Suite A  
Lake Charles, Louisiana 70601  
(337) 433-4212

M.A. Speech Pathology  
M. Ed. Early Childhood  
Learning Disabilities

Maura Carmouche Mize, CCC-SP  
Myofunctional Therapist  
L.A. License #1075

*Certified by the American Speech-Language-Hearing Association*

Mize & Associates Speech, Language and Learning Center provides diagnosis and remediation for the following disorders: articulation, stuttering, disorders of voice, aphasic disturbances, auditory and written perceptual disabilities, reading and hearing disabilities, delayed speech and language development, myofunctional therapy and cognitive rehabilitation.

We appreciate your selection of this Center and look forward to working with you. Our goal is to provide you with the most efficient, professional and comprehensive services available.

So that we may better serve you, we ask you to spend some time reviewing these pages. We feel that the more you know about our policies, the more efficient services we can provide.

### **Office Procedures:**

The following are the established office procedures of this center:

1. Your therapist has weekly standing appointments scheduled for you; consequently, this is time that is unavailable to schedule other patients. Any cancellations of therapy sessions must be received **twenty four hours** in advance, except in case of emergency. All sessions not cancelled in this manner will be charged at the regular session fee. There will be **NO** exceptions to this policy.
2. The center has a receptionist. Please feel free to leave a message for our staff between 8:00a.m.-5:00p.m.
3. Continuity in therapy is critical for progress. Please avoid unnecessary or frequent cancellations and complete therapy assignments when due.
4. All in office or out of office conferences will be charged at the rate of regular scheduled therapy appointments.
5. All children are to remain quiet and well behaved in the lobby. If this is not possible, please take your child outside while you wait.

### **Financial policy:**

Inflation is a growing concern for everyone, including Speech and Language Clinics. We find ourselves confronted with ever increasing cost for almost every supply and service we use rendering professional care to you.

We attempt to keep our fees and fee increases to a minimum. One way we can achieve this is to reduce the cost of billing and bookkeeping. Thus, we ask that you adhere to the following procedures:

Fast For Word Provider  
Dysphagia Treatment  
Stroke Rehabilitation

Cassie Gage  
M.A. CCC-SLP  
LA License # 4103

Holly Gaudet  
M.S. CCC-SLP  
LA License # 4524

Articulation/Language Therapy  
Myofunctional Therapy  
Voice/Stuttering Therapy

1. Fees for initial evaluations are payable in full on the day of evaluation.
2. Therapy charges are payable in full each week. Failure to do so will necessitate removal of the patient from the therapy schedule. Any other arrangements must be approved.
3. In order to prevent misunderstanding about medical insurance, we wish to point out that:
  - A. All professional services furnished are charged directly to the patients.**
  - B. Patients are personally responsible for payment of bills.**
  - C. Patients should expect to keep their accounts current while waiting for their insurance company to make payment.**

Your insurance coverage is a contract between you and your insurance company to help you meet your medical expenses. It is not possible for us to provide services on the basis that the insurer will always pay all charges, as coverage varies so greatly among companies.

We will be happy to prepare the reports necessary to help you collect the benefits from your insurance company. In some instances there may be a charge for the report. Should your insurer send us any check, we will credit the amount to your account or endorse it to you if your bill is already paid. Please feel free to discuss any charges at any time.

If you additional information or reports are needed by your insurance company in order for coverage to be enacted, there will be a \$15.00 service charge on those reports.

# MIZE & ASSOCIATES, L.L.C.

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803 Bayou Pines West, Suite E  
Lake Charles, Louisiana 70601  
Phone (337) 433-4212 • Fax (337) 433-4234

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Myofunctional Therapy  
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**TO: MIZE&ASSOCIATES CLIENTS**

**RE: MIZE&ASSOCIATES NO SHOW POLICY**

After 2 no show appointments, the client will be taken off the schedule with a NO SHOW charge on their bill. Please call to cancel your appointments. This will save us from charging you for the visit. We may be able to reschedule appointments as necessary . We have a secretary and an answering machine if you need to call after hours.

I have read and understand the above policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Maura C. Mize M.A.,CCC-SLP  
Mize & Associates Speech-Language & Learning Center

Stephanie Karpovs  
M.C.D. CCC-SLP  
La. License #5509

Cassie Gage  
M.A. CCC-SLP  
LA License # 4103

Holly Gaudet  
M.S. CCC-SLP  
LA License # 4524

Articulation/Language Therapy  
Hearing Impaired/Cochlear Implants  
Voice/Stuttering Therapy