



Speech Therapy Scheduling Process

1. Sprouting Roots Speech Therapy requires a prescription from your child's pediatrician. Your pediatrician can fax the script with the diagnosis code for an evaluation and treatment to (757) 913-1076 to begin the process.
2. If your child has had an evaluation within the past 12 months, Sprouting Roots will need a copy of that report. Sprouting Roots cannot bill for an evaluation if your child has already had one within the year.
3. If your child has Tricare, Sprouting Roots will need a current copy of your child's IEP.
4. You will need to call your insurance company to determine if Sprouting Roots is in-network with your health plan. Provide your insurance company with our NPI number, 1326656018. If Sprouting Roots is in-network, the following questions will be important to ask the insurance representative:
 - a. If you have speech therapy benefits. If yes, ask the representative if any exclusions apply. Sometimes eligibility is based in medical necessity or if there was an accident/injury.
 - b. If you need pre-authorization for services.
 - c. Determine how many speech therapy visits you have per calendar year. Ask if you have a deductible, out-of-pocket, or co-payments for therapy visits.
5. Insurance companies may ask for a specific diagnosis code to confirm coverage. You are encouraged to call our office so that we can give you a list of possible diagnosis codes, but understand that we are giving you this information prior to seeing your child. It is possible that this information may change after an evaluation is completed. If you have a previous evaluation from a medical facility, that diagnosis code should be listed on the report.
6. Sprouting Roots will need you to fax a copy of your insurance card to (757) 913-1076.
7. Sprouting Roots will check your benefits; however, it is ultimately your responsibility to understand your benefits. You may have to meet a deductible, have a copay or coinsurance. Once Sprouting Roots confirms your benefits, you will receive a phone call from our office to schedule your appointment.
8. You will need to download and complete the speech and language case history form located on our website at sproutingrootsspeechtherapy.com. A link will be sent to you to access our Client Portal via SimplePractice, which is also found on our website.
9. You will need to review our Notice of Privacy Practices form located on our website at sproutingrootsspeechtherapy.com or on the client portal. On the client portal you will need to read and sign the Notice of Privacy Practices Acknowledgement form, the Informed Consent for Speech-Language Therapy form, the Attendance Policy form, the Informed Consent for In-Person services during COVID-19. If needed, complete the Release of Information. If appropriate, read and sign the Consent for Telehealth form.
10. After your evaluation, your insurance benefits will be re-verified for speech therapy treatment. If Sprouting Roots is in-network with your insurance and you have speech therapy benefits, Sprouting Roots will submit claims on your behalf. If Sprouting Roots is out-of-network with



your insurance, Sprouting Roots can provide you with a superbill for you to submit to your insurance plan for possible reimbursement for out-of-pocket expenses. If you do not have speech therapy benefits, self-pay rates are also available. If you are self-pay, payment is due at the time of service and prompt payment rates apply.