

Dear Parent/caregiver,

Thank you for contacting us regarding therapy services for your child. Due to the demand for Physical (PT), Occupational (OT) and Speech Therapy (ST) in our area, we are currently managing a wait list for all three services. Please completely fill out the attached paperwork and return it to our facility *with a prescription for therapy from your physician*. The prescription must be discipline specific, preferably stating "evaluation and treatment" and should include a discipline specific diagnosis.

Once this paperwork is received, you will be placed on a waiting list for services. As appointments become available, we will call you to schedule an evaluation. At that time, you will receive an email with instructions on how to set up a Patient Dashboard and complete your child's medical history. This information must be complete prior to the initial evaluation. Please be sure to contact us if any information has changed. If we are unable to reach you, your child will be removed from the waiting list and will not receive an evaluation from Midland Children's Rehabilitation Center. In the event that you are seeking services for multiple disciplines, you will be scheduled for separate evaluations at different times.

Evaluations typically take one hour. If your child qualifies for therapy, we will contact you to set up your child's therapy schedule. Our hours of operation are Monday through Thursday from 8 am to 5:30 pm, and Friday from 8 am to 12 pm. There is no guarantee as to the availability of any specific appointment time.

The following items must be received before your child can be added to the waiting list:

- Consent Forms (pg. 1-7)
- Demographics and Therapy Goals (pg. 8-10)
- Prescription with a discipline specific diagnosis (OT, PT, ST) **"evaluation and treatment"**

Due to the nature of our waiting list, all paperwork listed above must be turned in at the same time. The front office will not accept any incomplete paperwork.

Please feel free to contact us at any time if you have questions. We look forward to meeting you and your child at the time of their evaluation.

Sincerely,

Candelaria Bejarano
Scheduling and Admissions Administrator

MCRC Policies to Remember:

In case of **FOUL WEATHER:**

- MCRC will follow recommendations from MISD for center closure or delayed opening.
- A message will be placed on the Center answering machine explaining alternate hours of operation for the day based on the recommendation from MISD.

Regarding **PAYMENT:**

- There is no charge for the evaluation or therapy your child may receive at MCRC. We do NOT bill insurance. We DO NOT receive any state or federal funding.
- We are funded 100% through private donations, special events, corporate support and grants.
- Your support is needed! A monthly donation is one of the easiest ways to support MCRC. Please visit www.MidlandChildrens.org/donate to make a difference today.
- If you are unable to contribute financially, please consider donating an “item of the month” or even volunteering with us! We would love to have your help with mail-outs, events, etc.

In case of **CHILD ILLNESS:**

- Your child must be free of vomiting and diarrhea 24 hours **prior to their appointment**.
- Your child must be fever free for 24 hours **prior to their appointment** without the assistance of fever reducing medication.
- Therapists reserve the right to stop a therapy session if they believe your child is sick.
- Parents should use their best judgement regarding their child’s ability to tolerate treatment sessions & the safety/well-being of other clients.
- Parents are responsible for notifying MCRC of cancellation prior to your appointment time.

Regarding **PRIVACY:**

- No personal photographs or videos are permitted during your visit to MCRC.
- If you wish to capture your child through video or pictures, please speak with your therapist.
- Parents must be invited to attend a therapy session. To protect the privacy of other clients, roaming the facility without authorization is not allowed.

Regarding **ATTENDANCE:**

- Consistent attendance is crucial for therapeutic benefit.
- If you are more than 15 minutes late to an appointment, the session will be considered a “No Call/No Show” AND your child will not be seen for their appointment.
- The client must meet overall attendance of 75%.
- **MCRC does not follow the school district holiday schedule. Please check with your individual therapists to determine if you will have therapy during any school holiday.**
- If a client misses 3 sessions without calling the Center *prior to their appointment time* (“No Call/No Show”) it is an automatic discharge from therapy services.
- Missing more than 3 consecutive weeks of therapy may lead to loss of your treatment spot. If you have to miss 3 or more consecutive weeks, please discuss this with your therapist in advance.

Regarding **PRESCRIPTION REQUIREMENT:**

- Therapy services cannot be received unless a current written prescription from the treating physician is on file with MCRC.
- The prescription must be dated within the past 12 months and list the specific therapy disciplines (OT, PT, ST) to be received, along with a diagnosis.



CONSENT TO TREAT

The State of Texas
County of Midland

WHEREAS, we the undersigned are the parents/guardians of
(Child's Name) _____ DOB _____; and,

WHEREAS, we desire that the above named child receive treatment at the Midland Children's Rehabilitation Center in Midland, Texas (the "MCRC").

NOW, THEREFORE, in consideration of the terms, conditions and covenants herein below expressed, the parties agree as follows:

We hereby request that the MCRC furnish treatment for our child, at no cost or expense to us or to our child and the MCRC agrees to provide such treatment, free of charge.

In case of any character of injury or damage to our child arising out of any of the treatment or in any other way related to the MCRC, whether the same should occur at the MCRC or en route to or from the same, we the undersigned, hereby forever waive and release any and all claims which we or our child may now or hereafter have against any person in anywise connected with the MCRC or in any way acting for the MCRC as a part of our child's treatment program or in consideration of the treatment therefore given, or to be hereafter given to our child.

We hereby consent to the rendering of medical care which may include routine diagnostic procedures and such other medical treatment as deemed necessary or appropriate by any of our child's present or future physicians or clinicians, including, without limitation, medical clinics, wheelchair clinics, orthotic clinics, splinting and casting applications, occupational, speech and/or physical therapy intervention, aquatic therapy, equine assisted therapy and other MCRC sponsored activities.

____ (Initial) Although general referrals to physicians and/or vendors are provided as a courtesy to our clients, MCRC does not endorse any physician or vendor over another. MCRC does not make any representations or representations about any physicians or vendors and cannot be held responsible for any interactions or treatments between you and the physician or vendor you choose.

Signature of Parent/Legal Guardian

Date

Signature of Witness

Date

For Office Use Only

Reviewed by: _____

Parent's Initials: _____

Date: _____

Date: _____

Authorization to Disclose Therapy Records

As parent and/or legal guardian of _____ DOB: _____

I specifically authorize the release of information specified below **only** to the individual(s) listed on this form.

- Complete Copy of All Records
- Telephone/verbal communication
- Counseling & Consultation Visits
- Condition and Dates of Visits
- Other, please specify: _____

Please list names and information of individuals, **including yourself and your spouse**, who have your permission to your child's medical records and information. If you wish to limit the access of any of the individuals named below beyond the above listed methods of communication, please include a note in the space(s) marked "Special Instructions" below.

1. Name: _____ Relationship to Child: _____

Address: _____ Phone number: _____

Special Instructions: _____

2. Name: _____ Relationship to Child: _____

Address: _____ Phone number: _____

Special Instructions: _____

3. Name: _____ Relationship to Child: _____

Address: _____ Phone number: _____

Special Instructions: _____

4. Name: _____ Relationship to Child: _____

Address: _____ Phone number: _____

Special Instructions: _____

- I understand that I have the right to revoke this authorization, but I must do so in writing and it will not apply to information previously released by the authority of this document.
- I also understand that once the above information is disclosed, it may be re-disclosed by the recipient and the information may not be protected by federal privacy laws.
- I understand authorizing the disclosure of the information identified above is voluntary.

Signature of Parent/Legal Guardian

Date

Signature of Witness

Date



Attendance Policy/Prescription Requirement

Welcome to Midland Children’s Rehabilitation Center. We are pleased that your child will be receiving services here at the center.

Midland Children’s Rehabilitation Center is a 501(c)(3) non-profit organization supported by the generosity of the citizens of Midland and Texas. The vision of the board of directors is that children with disabilities should receive therapy services at MCRC at *no charge to the children or their families*. For this reason we have an extensive waiting list of children seeking our services. Therefore, **please review the following adopted policy:**

- 1. **If your child has three “No Call/No Show” (NCNS) appointments, they will be discharged from therapy and their slot will be given to the next child on the waiting list.** We know that some children have health and medical issues that may interfere with a regular therapy schedule. A non-traditional therapy schedule may be considered for those with severe health and medical issues which may consist of home exercise programs, less frequent therapy sessions (i.e. once a month), etc. Visit with your therapist about your child’s particular scheduling needs and how you will deal with them, together. Please communicate with your therapist about a best plan for your child.

MCRC’s Attendance Policy is as follows:

Each child is required to have an overall attendance rate of 75% for all treatment sessions per discipline seen. It is the responsibility of the parent to keep track of their child’s attendance. Attendance will be evaluated by MCRC twice per year. If a child has three NCNS appointments or does not meet the 75% attendance rate, they will be discharged from therapy services and their therapy slot will be given to the next child on the waiting list. If you are unable to be on site and telehealth is offered to your family, please accept this option to avoid cancelations.

- 2. **Prescription Requirement: I understand that my child cannot receive therapy services unless there is a current written prescription from my child’s primary care physician on file with MCRC. (The prescription for therapy must be dated within the past 12 months and list the specific therapy service my child is to receive along with a diagnosis.)**
- 3. **MCRC will not provide services to children who are currently receiving the same services (PT, OT or speech) with any other facility.** If your child is receiving services anywhere else, other than at school, please discuss with your therapist.

Signature of Parent / Legal Guardian

Date

Name of Parent/Legal Guardian (Please Print)

For Office Use Only

Reviewed by: _____

Parent’s Initials: _____

Date: _____

Date: _____



Family Responsibility Agreement

Child's Name: _____ DOB: _____

Welcome to Midland Children's Rehabilitation Center (MCRC). To make the most out of the services at MCRC, it is important that you understand what we expect of our patients and their families.

Therapist Responsibilities:

1. Our goal is to provide each patient with the skills to function at their very best at home, in school and out in the community.
2. We will create a treatment plan specific to your child and his / her needs based on test results, identified strengths, identified weaknesses and goals set by the child's family.
3. We will provide open communication with the family regarding home program recommendations, supplemental services and other professionals that your child might need to see.

Family Responsibilities:

1. Before being seen for therapy, MCRC **MUST** have a current prescription for the specific type of therapy that is recommended.
2. Be on time to each appointment and evaluation.
 - a. If more than 15 minutes late to an appointment, the session will be considered a "No Call/No Show".
 - b. If you are more than 15 minutes late, the therapist will not see your child for their appointment.
3. The primary caregiver must be present for all OT, PT and ST evaluation(s).
4. Each patient should be dressed appropriately for the specific therapy they will be receiving.
5. Parents or guardians should stay at the clinic during treatment sessions in case of emergency. This will also allow the therapist to discuss the treatment session with you and recommend things to do at home.
6. Cell phones are not allowed in the treatment areas.
7. Share any changes in information (medical, phone number, address, etc.) with the front office staff.
8. For the best outcome, follow through with home recommendations made by the therapist.
9. To protect privacy, no photography, videos or audio recordings are allowed without prior approval from the treating therapist. This includes, but is not limited to cell phones, smart watches, cameras, or video cameras.
10. Complete all mandatory MCRC paperwork.

Attendance:

1. If you need to cancel your appointment or are going to be late, please call the office at (432) 498-2053 as soon as possible.
2. Please call to cancel your child's appointment if they have had vomiting, diarrhea, fever or any contagious illness within the 24 hours prior to their therapy appointment.

Reasons for Discharge:

1. All goals set by the therapist at the initial evaluation are met and therapy is no longer recommended.
2. A plateau has been reached regarding progress toward therapy goals.
3. Your child misses 3 therapy sessions without calling to cancel (This is considered a "No Call/No Show" for appointment).
4. **Your child does not maintain an attendance rate of 75% for all treatment sessions.**
5. The child's behavior prevents their ability to participate and make progress during therapy.
6. Child is receiving services (PT, OT, ST) at another facility - MCRC does not duplicate services.

I have read this agreement and understand my responsibilities and why they are important.

Signature of Parent / Legal Guardian

Date

MCRC Staff

Date



Parent Informed Consent for Student Therapists

Child's Name: _____

DOB: _____

Midland Children's Rehabilitation Center provides learning experiences for many students who are studying to become future physical, occupational, and speech therapists. We are proud to be considered a teaching facility and frequently have students who have come to MCRC for their pediatric rotation. While here at MCRC, each student therapist may have the opportunity to follow your child's therapist to observe various treatment sessions, to plan their own treatments for your child and eventually to lead the therapy session on their own with the supervising therapist nearby for assistance if needed.

Each child's care is our top priority. Your child will receive the same quality therapy and care with a student therapist as they would with their regular therapist. Therapists spend plenty of time supervising, training, and discussing your child's diagnosis and plan of care thoroughly. Your child's therapist will evaluate any possible safety concerns before the student therapist is allowed to work with your child by themselves.

It is of great benefit for your child to be seen by a student therapist. The student therapist will come with the latest research and will have a fresh set of eyes to try new therapy activities with your child. It will also benefit the patient to listen to and adjust to another adult.

I understand that my child will at some point receive therapy services which will be provided by a student therapist at Midland Children's Rehabilitation Center. I understand that my child's therapist will be closely supervising the students; however, may not always be in the room during therapy sessions.

Signature of Parent / Legal Guardian

Date

MCRC Staff

Date

Name of Parent/Legal Guardian (Please Print)



MCRC Sick Policy

Child's Name: _____

DOB: _____

The health and well-being of our patients, their families, and our staff is very important to us at Midland Children's Rehabilitation Center (MCRC). In order to attend therapy sessions, your child must be symptom-free for 24 hours, without the use of medications. You should call to cancel your appointment if any of the following have occurred in the past 24 hours:

- Fever of 100.4 or higher
- Diarrhea
- Vomiting
- Body rash
- Uncontrollable coughing
- Wheezing or difficulty breathing
- Eye discharge
- Someone in your household has COVID-19 or is awaiting COVID-19 test results

Please note that sick individuals (including siblings/parents) should not be in the waiting room. Parents should use their best judgement regarding their child's ability to tolerate treatment sessions. You are responsible for calling and notifying MCRC of cancelation prior to your appointment time. Depending on your child's therapy and level of cooperation, telehealth may be offered as an alternative to in-person therapy. *MCRC reserves the right to end a session early if your child exhibits any of the above symptoms or if they cannot participate in their session.*

I have reviewed the above protocol and agree to notify MCRC immediately to cancel future appointments if any of the above information changes between visits or anyone in my household begins to show symptoms of illness.

Signature of Parent / Legal Guardian

Date

Name of Parent/Legal Guardian (Please Print)

For Office Use Only

Reviewed by: _____

Parent's Initials: _____

Date: _____

Date: _____



Publicity Release for MCRC

Child's Name: _____

DOB: _____

_____ I **do not** want my child's photograph to be used in any publicity by the Center.

_____ I give my permission to the staff of Midland Children's Rehabilitation Center to utilize facts related to diagnosis and/or for my child to be photographed by the staff of MCRC, Newspaper Photographers and TV reporters for the purpose of: Staff training, fundraising and publicity materials to include but not limited to brochures, slideshows, newsletters, MCRC website, social media, TV and newspaper ads.

_____ I acknowledge that photographs/videos of my child may be taken by therapists to demonstrate proper therapy techniques for my educational purposes.

This publicity release is granted from the date below and may be revoked or changed by the parent/guardian at any time by submitting a written request to Midland Children's Rehabilitation Center.

I have read and understand this document.

Signature of Parent/Legal Guardian

Date

Name of Parent/Guardian (Please Print)

For Office Use Only

Reviewed by: _____

Parent's Initials: _____

Date: _____

Date: _____

Contact Information

Date Completed: _____

Name of person completing the Intake Packet: _____ Relationship to child: _____

Are you the legal guardian? Yes No

If legal guardian is NOT a parent, you will need to provide proof of guardianship or medical conservatorship

Language(s) spoken in the home: _____

Child's Dominant Language:

Prescribed Services: _____ Occupational Therapy

English: _____

_____ Physical Therapy

Other: _____

_____ Speech Therapy

IDENTIFYING INFORMATION/ FAMILY HISTORY:

Child's Name: Last: _____ First: _____ MI: _____

Date of Birth: _____ Age: _____ Gender: _____ Male _____ Female

Street Address: _____

City: _____ State: _____ Zip: _____

Primary Diagnosis: _____

Legal Guardian 1 Name/Relationship: _____ Age: _____

Address: _____

E-mail: _____

Cell #: _____ Home#: _____

Education: _____ Occupation: _____

Employer: _____ Work Phone #: _____

Work Address: _____

Legal Guardian 2 Name/Relationship: _____ Age: _____

Address: _____

E-mail: _____

Cell #: _____ Home#: _____

Education: _____ Occupation: _____

Employer: _____ Work Phone #: _____

Work Address: _____

Emergency Contact (other than parent or guardian):

Name: _____ Phone number: _____ Relationship: _____

Demographics

The following information is required. Please answer **ALL** questions. MCRC offers services at no charge to our clients. However, we do have to seek funding from various sources including grants, foundations, and private donors. MCRC needs this information to present a clear picture of the population we serve.

What type of insurance do you currently have?

- No insurance
- Medicaid
- Private Insurance: _____
- SSI/Disability

What is the reason you are seeking services at MCRC? (check all that apply)

- Insurance ran out
- No longer qualify for Medicaid
- Do not have private insurance
- Medicaid is primary insurance
- Have insurance or other coverage, but prefer to come to MCRC
- It is the only facility that has the program we need
- Other _____

What is your ethnicity?

- Asian
- Black or African American
- Native American
- Caucasian (Non-Hispanic)
- Hispanic/Latino
- Pacific Islander
- Others: _____

What is your Annual income?

- | | |
|---|--|
| <input type="checkbox"/> Less than \$10,000 | <input type="checkbox"/> \$60,001-\$70,000 |
| <input type="checkbox"/> \$10,001-\$20,000 | <input type="checkbox"/> \$70,001-\$80,000 |
| <input type="checkbox"/> \$20,001-\$30,000 | <input type="checkbox"/> \$80,001-\$90,000 |
| <input type="checkbox"/> \$30,001-\$40,000 | <input type="checkbox"/> \$90,001-\$100,000 |
| <input type="checkbox"/> \$40,001-\$50,000 | <input type="checkbox"/> \$100,001-\$250,000 |
| <input type="checkbox"/> \$50,001-\$60,000 | <input type="checkbox"/> \$250,001 and over |

Would you like information on any of the following community resources?

- Pediatricians
- Specialists
- Social Services
- SHARE
- Other: _____

How many people are in your household? _____

Please list your child's diagnoses:

How did you hear about MCRC?

- | | |
|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Physician | <input type="checkbox"/> Employer |
| <input type="checkbox"/> Hospital | <input type="checkbox"/> Facebook |
| <input type="checkbox"/> TV | <input type="checkbox"/> Self |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Friend _____ |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Other _____ |

Do you have specific goals for your child in the next 12 months that could be helped with therapy? (Please be more specific than “to get better”)

Physical Therapy: Addresses developmental delays and gross motor skills such as strengthening, balance, coordination, endurance, gait and range of motion.

Goals:

Occupational Therapy: Addresses fine motor skills such as grip and use of hands/upper extremities, sensory processing, and daily living tasks such as dressing, eating and transitions.

Goals:

Speech Therapy: Addresses language and communications concerns such as fluency, articulation and voice along with feeding and swallowing concerns.

Goals:

Have you retained an attorney or are you considering attorney involvement in connection with the medical condition for which you are seeking treatment? Yes No

Are your child’s immunizations/vaccinations up to date? Yes No

If no, please state the reason: _____

Has your child ever received or are they currently receiving any of the following therapies?

Physical Therapy	<input type="checkbox"/> Yes <input type="checkbox"/> No	ABA	<input type="checkbox"/> Yes <input type="checkbox"/> No
Occupational Therapy	<input type="checkbox"/> Yes <input type="checkbox"/> No	Myofunctional Therapy	<input type="checkbox"/> Yes <input type="checkbox"/> No
Speech Therapy	<input type="checkbox"/> Yes <input type="checkbox"/> No		