Shala OT

Therapy Billing Information Sheet

This document is intended to provide clarity and transparency regarding therapy conducted by Shala OT that is a billable service, and as such will generate an invoice. Please do not hesitate to request a quote prior to agreeing to additional non face to face therapy activities as described below. Please note, this is not an exhaustive list, but refers to the most common instances of therapy related billable activities.

Activity Name	Activity Description
Face to Face Therapy	The time spent providing direct therapy services to you or your child will be billed, irrespective of the location in which this takes place.
Travel	Where travel has occurred in order to provide a service, the return time spent travelling from the business location (within Holdfast Council) to the location of service will be billed at the current therapy rate, up to a maximum of 30 minutes. In certain circumstances, such as self managed participants, individual travel billing arrangements may be negotiated. A further **non-labour charge** will also apply equating to the number of kilometres travelled by the therapist to attend the therapy appointment, at the current rate advised in the service agreement or relevant client communication. This is in line with the current NDIA price guide and may be updated during therapy service provision.
Cancellations	Where a therapy appointment is cancelled with more than 48 hours' notice, no fees will be charged. Where a cancellation is made with less than 48 hours' notice before the scheduled time of appointment, 100% of the booked service fee will be charged, including travel. This includes no shows to agreed and scheduled appointments. This is in line with the current NDIA price guide and may be updated during therapy service provision.
Clinical Notes	The final 5-10 minutes of each scheduled therapy session will be used by the therapist to complete clinical documentation to meet NDIA and Australian Health Practitioner Regulation Agency (AHPRA) documentation requirements. This may or may not be done with you present. In the case of a therapy session undertaken without a parent /

	caregiver present (such as a child care / kindergarten / school based appointment), the final 10-15 minutes of the therapy session will be used for clinical documentation, which will subsequently be disseminated via email to the nominated parent / caregiver following the session.
Report Writing	Where a formal report is required, the time taken to complete this report will be billed. This may include functional capacity assessment reports, summary reports or NDIS review reports. In the case of initial assessment reports and functional capacity assessment reports, the report will be sent to the family / relevant parties once full payment has been received. Please note that a functional capacity assessment report may take up to 10 hours to complete (2 hours for the assessment + 2 hours for scoring + 5-7 hours for report writing).
Program Writing	Where a therapy programme is required to support integration of therapy strategies across settings and implementation of such strategies by various personnel, time taken to compile a programme will be billed.
Referral Letters	Where a request occurs for Occupational Therapist contribution or completion of a relevant letter / form / referral, time taken to generate this will be billed.
Care Plans	Where an individualised care plan (such as Continence Care Plan) is required, time taken to complete this will be billed. Additional time maybe billed for face-to-face assessment relating to the care plan generation, and / or training of relevant persons regarding the care plan (as relevant).
Resource Development	If a specific resource is recommended or required, and agreed to be generated by the therapist, time taken for resource production will be billed, in addition to any materials utilised. This may include visual supports.
Phone / Email Consultations	Where the therapist engages in telephone or email consultation with the parent / caregiver outside of a therapy session, or any other relevant party (eg. teacher, doctor, allied health practitioners), time taken will be billed. Attempts will be made, where possible, to inform the parent / caregiver of any impending liaison prior to it occurring.

Attendance at Meetings	When requested and relevant, the therapist is able to attend various meetings, such as transition planning or individualised education plan meetings, to offer clinical recommendations and advice. Time taken and relevant travel will be charged as per the current NDIA price guide.