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Evaluation Procedures

(Telehealth and Office Visits):

PATIENTS MUST READ BEFORE PROCEEDING WITH SCHEDULING

Theraplatform set up *(this must be done for all patients as it is the office's booking platform):*

1. Please email me at robynslp95@aol.com with the email of choice, best cell phone and patient's name. This will be the data I use to register you to Theraplatform and where you will receive all reminders for sessions.
2. You will receive a welcome email from Theraplatform, please set up an account and password (write the password down). You will need it to log in for sessions, billing, and to download my report. If you do not get a welcome email, check your spam/junk and mark that it is not spam/junk.
3. When logging into the platform, please fill out all requested forms. Fill out demographics, billing, HIPPA/privacy notices, and consent forms. Make sure when asked "name" you put the patient's name (not the parent if the patient is a minor).
4. Once received, your appt. time will be confirmed in the platform, and an invite will follow. If you have a virtual session, do not erase the email. It contains the meeting link for the evaluation. If you forget, you can change the password and then click "Join session" and click the date of the meeting. The platform also sends email reminders with the link.

5. Proceed to paperwork and deposit.

Evaluation paperwork and deposit *(these are hard copies that must be mailed):*

1. Go to www.robynmerkelwalsh.com
2. Go to “office forms” page.
3. Look at the tab “Evaluation Forms.”
4. Print, and fill out case history (choose by age either pediatric or adult), HIPPA/privacy forms and the evaluation policy.
5. **Please MAIL these forms with a 150.00 deposit within 7 days** to the address listed in the letterhead. I also need your original signature. If not received I will send one notice but then the session will be cancelled until the deposit is received and rebooked at that time.

Attending the Evaluation in Person:

1. **Be sure to have all items listed on your evaluation contract** such as food and drink, check etc.
2. Print the COVID -19 screening form and bring this in and read the infection control policy as well. The Covid Form is located under office forms in the evaluation section.
3. **Due to COVID-19 as in the infection policy, you will not be permitted inside before your scheduled appointment time and only one caregiver may accompany the child.**
4. Both parent and child (>2) must wear a mask when entering and will be screened, have temperature checked and will wash hands before entering the clinic.
5. To avoid contamination, parent/patient will leave check with clinician at the start of the session, and the invoice will be uploaded, with the report to the Theraplatform portal.

Attending the Evaluation via Theraplatform:

1. You will sign in through the link sent from the platform, or you will sign in and go to “join session.” The platform will then prompt you to pay prior with your credit card to entering the “room.” Make sure this is uploaded prior to the session so we can start on time.
2. Please have snacks and drinks available as instructed in the evaluation policy.
3. It is desirable to use Chrome or Firefox and have your computer plugged into the modem. If using a tablet, you should have a stand so that it is stable.
4. Try to be in good lighting if possible.

NOTE: Virtual intakes /interviews will not require the patient to pay at the time of log in as you have sent a deposit, and the child does not need to be present.

If you are uncertain of these procedures, please feel free to email the office at robynslp95@aol.com.