



Dear Parent,

Thank you for your interest in AAC evaluation, consultation or therapy for your child.

We require a prescription for AAC services. You must bring in or have your doctor give you a prescription for “speech therapy and therapeutic services for use of a speech generative device.” The prescription must include your child’s medical diagnosis. *This must be received prior to scheduling.*

Please download all of the forms on our web site and follow the instructions below.

All forms must be returned to Technology and Language Center prior to scheduling. The documents can be scanned and emailed to talcaac@gmail.com, faxed to 847-859-6186 or mailed to the address below.

1. **AAC Intake Questionnaire** – complete and return this document. This PDF is fillable so you can type right on the form.
2. **Terms and Conditions Agreement** – Complete, sign, and return this document. NOTE: If you are insured by BCBS IL, you must also provide a photocopy of the front and back of your insurance card.
3. **Telehealth Consent** – Please check the applicable boxes, sign, date and return.
4. **Acknowledgement of Notice of Privacy Practices** – please sign and return the document acknowledging receipt of our privacy practices. You can read our notice online at <http://talcaac.com/privacy.html>
5. **Consent to Release Records (optional)** – please complete and return a separate copy of this document for *each* organization that you’d like us to exchange information with (e.g., school teachers and/or therapists, private therapists, doctor’s office).
6. Please photocopy and send us copies of current private and/or school speech-language and occupational therapy assessment reports and/or progress notes, vision and/or hearing evaluation reports, previous assistive technology reports, and a copy of your child’s most current IEP.

On the date of your first appointment, please remember to bring any/all of your child’s adapted equipment including:

- Glasses
- Hearing Aids
- Splints
- Wheelchair & Accessories
- Current AAC System, Overlays & Accessories

If you have any questions, please feel free to contact us at (847) 682-1596.

Sincerely,
Jill E Senner, PhD, CCC-SLP