

### Client Provider Agreement

- 1) Type of Care: Nutrition care is a process defined by the Academy of Nutrition and Dietetics as:
- a) assessment of a nutrition problem by a licensed nutrition professional
  - b) diagnosis of the nutrition problem by a licensed nutrition professional
  - c) intervention and treatment for the nutrition problem that is provided by a licensed nutrition professional
  - d) monitoring of the intervention by comparing progress to baseline and evidenced based standards in clinical nutrition.

Your child will undergo a nutrition care process following the steps above. Judy Converse uses this process and incorporates functional/integrative tools. How long this takes depends on your child's presentation at the start of care. Children with autism, sensory integration disorder, psychiatric or mood disorders, growth impairments, feeding tubes, or medically involved problems may take many months to undergo a nutrition care process, or may have an ongoing process that takes years. Other children with simpler presentations may need only one or two visits. Your child's nutrition intervention is based on his/her presentation at start of care. Plan on follow up and monitoring with two to six visits, spaced four to six weeks apart, to achieve goals identified at first visit.

2) Type of Provider: Judy Converse is a licensed registered dietitian with graduate and undergraduate degrees in nutrition from accredited university programs. She is not an MD. Judy cannot prescribe medications. Judy can assist in authorizing some lab tests relating to nutrition care. Judy is not responsible for care provided by your child's other providers and cannot direct their choices for care.

3) Professional Licensure: There is no licensure for nutrition professionals in the state of Colorado. Judy's license is maintained in Massachusetts, her home state. 44 states require a license to practice nutrition, to assure standards of care. Judy also maintains registration status with the Academy of Nutrition and Dietetics, which requires ongoing accredited professional continuing education.

4) Parents agree to inform their children's primary providers on nutrition care process. Judy is not responsible for communicating with families' other providers, unless this is requested and permitted in writing. Communication with other providers is billable time, including letters, phone conversations, faxing of plans and records, or e mail.

5) Care Plans: Parents will receive written care plans at each encounter. Parents agree to execute these care plans, in as timely a fashion as is reasonable, for the best possible outcome. Each measure or item in a care plan has been chosen for your child, based on standards and evidence-base in infant/child/adolescent nutrition. Each care plan is individualized for each child. Judy is not responsible for abandoned care plans, or alterations (including product substitutions) made to care plans by other providers or parents.

6) Communication: E-mail and phone, but not text messaging, are available to communicate with Judy. Typically, voice messages are returned within 48 hours and e mail within 72 hours. Judy is not an on-call emergency provider. Parents agree to call primary care MD or go to emergency room in event of emergency. Here are our agreed upon expectations regarding communication:

- When problems occur in executing a care plan, parents agree to leave a phone message or e mail for further instruction. Problems may include, but are not limited to, unexpected

reaction to care by the child; difficulty administering a supplement to a child; refusal to accept new foods.

- Parents agree to inform Judy when problems occur. Judy is not responsible for abandoned care plans, substitutions in care plans, or changes in care plans made by parents or other providers.
- When using e mail, if no reply has been received after five days, parents agree to make reasonable effort to contact Judy by leaving a phone message. Please leave another phone message after two days if no reply has been received.
- E mail and voice messages are dropped/lost by mail servers and phone voice mail on occasion. Judy is not responsible for e mails or messages never received. Parents agree to make reasonable effort to contact Judy by phone if e mail messages are not responded to.
- Phone conversations beyond 10 minutes are billable.
- E mail conversations that do not resolve a question or concern within two replies from Judy may require a scheduled consult or follow up.
- Judy will not respond to text messages.
- Your child's care plans can be e mailed to you as pdf files, faxed, or mailed through postal service, per your preference.

7) Appointments: 24 hour notice is requested for cancellations. No show appointments and no show phone consultations are billed in full.

8) Payment: Judy Converse currently does not bill insurance. Insurance plans may cover nutrition care. Judy can provide a coded statement with billable insurance codes for nutrition services on request, at each encounter. A letter of need from your child's pediatrician may enhance your chances for insurance reimbursement. Judy does not need this letter. You can attach it to your coded statement to submit to your insurance company.

- Payment in full for service rendered is required at time of visit.
- Phone and Skype appointments are payable via credit card, PayPal, or HSA card.
- In person appointments are payable via credit card, HSA card, PayPal, or check.

I have read the Client Provider Agreement and accept its terms. Date: \_\_\_\_\_

Print Parent/Guardian Name Here \_\_\_\_\_

Signature \_\_\_\_\_