

California State University, Fresno

Communicative Sciences and Deaf Studies Research Clinics

Policies and Procedures-Client

(Updated: May 21, 2018)

Clinic Scheduling Policy:

- **Although clients are not required to pay a fee for services and insurance/Medicare will NOT be billed, clients who participate in the CSDS Research Clinics must be Medicare Part B eligible as dictated by federal regulation.**
- Returning clients have priority for clinic assignments:
 - if a spot is available
 - the client questionnaire is returned by the clinic registration deadline
- **No clinic assignment is guaranteed.**
- Clients will be moved to the inactive waitlist if they have been contacted 2 consecutive semesters and no reply is received.
- **Clients who confirm a clinic placement and withdraw less than two weeks prior to the start of clinic (including AFTER clinic starts), will be moved to the bottom of the clinic waitlist.**
- Clients may not request specific clinicians or request a “more advanced” clinician in the program. This is a learning institution and the Clinic Director will match clients with clinicians as appropriate.

Absence/Late Policy:

- **Please initial on the lines below:**
- Contact the clinic assistant at (559) 278-2422 if you will be absent from clinic. The clinic assistant will notify the student clinician for you.
 - _____ Clients are allowed up to 2 *unexcused* absences. An unexcused absence qualifies as:
 - no show/no call
 - Vacation
 - Other non-emergency
 - _____ More than 2 *unexcused* absences will constitute withdrawal of the client from clinic for that semester.
 - _____ Clients are allowed up to 3 *excused* absences. An excused absence qualifies as:
 - illness
 - family emergency
 - an absence out the client’s control
 - The clinic assistant **MUST be notified 2 hours prior** to the start of the session to be considered excused.
 - _____ More than 3 *excused* absences will constitute withdrawal of the client from clinic for that semester.
 - _____ **A TOTAL combined excused/unexcused absence shall not exceed 3 absences. Absences combined greater than 3 will constitute a withdrawal from the clinic.**
 - _____ The client may request to be placed back on the waitlist after sitting out for 2 semesters (including summer) following withdrawal for any of the above reasons.
 - _____ Any client who is late (10 minutes or more) 3 times will be withdrawn from clinic for that semester.

Treatment Session/Waiting Room Policy:

- Due to limited space and equipment, **no more than 2 family members** are allowed to sit in the observation area at any time.
- The clinic will not be responsible for personal belongings left in the observation and/or clinic observation area.
- Phones/tablets may be allowed in the clinic observation area as long as the device is not a distraction to the clinic supervisor and other clients' families.
- Please respect both the clinic observation and waiting room areas by keeping them clean and quiet.

Illness Policy:

- Client/Caregiver must notify the clinic office (278-2422) **within two hours of the scheduled clinic session**, if the client is ill.
 - Please keep the client at home whenever he or she is sick.
 - Fevers 100 degrees or higher must be reduced to normal (98.6 degrees) for a minimum of 24 hours before returning to the clinic.
 - If the client is put on an antibiotic, please keep him/her home for at least 48 hours (2 days) before returning to the clinic.
- The illness policy is in place to protect the client, clinician, and any other parties who attend the clinic to prevent the spread of contagious viruses/infections.

Treatment Make-Up Session:

- If clients are absent, the missed session(s) will not be made up.
- If the clinician is absent, the client/caregiver *may* be given the choice to make-up the session at the end of the semester if time permits.
- During summer clinic, make up sessions are not offered due to time constraints.

Parking Policy:

- Clients are allowed to park in either the yellow or green parking lots by displaying a parking slip received from one of the on-campus parking dispensers.
 - **A parking code will be provided to you from the CSDS Research Clinic after an appointment has been confirmed.**
- If you experience difficulties with the parking dispenser, contact campus police at (559) 278-8400. Please be sure to allot yourself enough time so that you do this and still make it on time to your scheduled appointment.
- You cannot park in one of the parking meters with the parking slip because you will receive a ticket.
- **For clients with physical limitations**, designated parking slots in front of the Social Sciences building are available. **Note:** a special card must be displayed along on your dashboard along with your parking slip or you may also be subject to a ticket.
 - The card can be received at the clinic office and is reserved for clients with physical limitations only.
 - There is a limited amount of tickets available in the office and are handed out in a first come, first serve basis.
- If you do receive a parking ticket, be sure to look on the back of it or contact the police department at (559) 278-8400 for information on how to contest it.
 - The CSDS Research Clinic does not petition tickets on behalf of clients.

If you have any questions about any of these policies, please contact the CSDS Research Clinic at (559) 278-2422.

I have read and understand the above policy and procedure _____

Client Signature

Date