



# National Speech/Language Therapy Center

DBA: National Therapy Center, Inc.

SPEECH THERAPY • OCCUPATIONAL THERAPY • ABA THERAPY

412 First St. SE  
Rear Building, Lower Level  
Washington, DC 20003  
Phone: 202.470.4185  
Fax: 202.741.9952

Bethesda staff meeting

Tuesday October 10, 2017

1. HIPAA: please be mindful of HIPAA rules and maintaining the privacy of clients.

Some reminders:

- You may not talk to clients in the waiting room. Please ask parents to come back to your room 5 or 10 minutes before the end of the session, or go out and get them.
- Anything with names may not be left on the front desk. If you print something, please pick it up immediately. If you are using the printer and pick up someone else's document with a client's name or other identifying information, please do not leave it sitting on the desk or printer.
- When clients sign in and Seantae is not at the front desk, you need to pull the name off the sign in sheet and dispose of it. This is especially true for late day and Saturday clients and we appreciate you following through.
- If you are not in front of your computer, you must close or minimize windows with client information including email and clinic source
- Be mindful when you are on the phone. Please do not talk to clients on speaker phone and if possible, close your office door to maintain privacy.

5606 Shields Dr.  
Bethesda, MD 20817  
Phone: 301.493.0023  
Fax: 301.493.8230

20400 Observation Dr. Ste. 104  
Germantown, MD 20876  
Phone: 301.540.0445  
Fax: 301.540.0766

## 2. HALLOWEEN!

There are activities on the Z drive for holidays, including Halloween and fall Dressing up: we will be **dressing up on Tuesday October 31<sup>st</sup>**. Please join in and let clients know that kids can come in costume too!

1934 Old Gallows Rd. Ste. 350  
Tysons Corner, VA 22182  
Phone: 301.493.0023  
Fax: 301.493.8230

## 3. Conferences, CEU's and resources

There is a folder on the Z drive that has information on how to get CEU's, as well as a list of helpful sites (e.g. [speechpathology.com](http://speechpathology.com)) and sites with materials (e.g., [teacherspayteachers.com](http://teacherspayteachers.com)). Please feel free to add to the site if you find helpful resources.

1100 N. Glebe Rd. Ste. 1010  
Arlington, VA 22201  
Phone: 301.493.0023  
Fax: 301.493.8230

## 4. Referral list

We are putting together a referral list of doctors, therapists and tutors. If you have recommendations, please send them to Monica.

5. We spent time talking about clients, offering suggestions and ideas. Please bring questions and anything you'd like to share (e.g., materials, information on conferences) to future meetings to share with your peers.

Not discussed, but a reminder to please use the new letterhead.

**Next meeting: Tuesday November 14<sup>th</sup> at 7:00 pm**

