

Job Description for Speech Language Pathologist

Purpose: This document lists the basic responsibilities of an SLP.

- Patient/Student Evaluation and Treatment.
- Supervision of SLP-Assistants.
- Superbill / Encounter Forms.
- Chart Sign-Off. (Completeness of chart is ultimately the therapist's responsibility.)
- SOAP Notes.
- Update POCs and Progress Reports. (Responsible for ensuring Rx, Eval, POC, Progress Notes, and Updated POC upon expiration of previous POC before continuing to treat.)
- Verification of preauthorized visit compliance.
- Verification of insurance for Early Intervention sessions.
- Responsible for maintaining compliance with 3rd party payor documentation requirements.
- Responsible for maintaining state licensure and ASHA affiliation.
- Responsible for maintaining CEU requirements as mandated by state and national levels.
- School Billing Time Tracking.
- Time Logs.
- Email - check email daily.
- Chart Audits (5 per month).