



THE CENTER FOR COGNITIVE THERAPY

SERVICES AGREEMENT PSYCHOLOGICAL EVALUATIONS

Purpose of Psychological Evaluations

Psychological evaluations are conducted to provide a comprehensive assessment of an individual's strengths and limitations in cognitive skills, academic achievement, executive functioning, and social and/or emotional functioning. Results can aid in determining appropriate educational placement and programming, behavior management techniques, avenues for self-help, career direction, and/or advisability of medical intervention.

We work with our clients to establish the most appropriate combination of tests for each client's needs. We offer psychological assessment in the following categories:

- Intellectual abilities
- Educational achievement
- Executive functioning
- Attention, organization, motor control, receptive and expressive language, visual-perception, reasoning and problem-solving, learning, and memory
- Personality, social, and emotional functioning

Assessment Procedures

The assessment process typically begins with a parent interview session to collect relevant background information. Full psychological evaluations often take multiple hours of testing to complete and are usually divided into three to four testing sessions. The examiner will then score and interpret the results to compile a detailed evaluation report explaining test results, diagnoses if relevant, and recommendations. Finally, the examiner and client will meet for a feedback session to review the report. The feedback session usually takes place a month to a month and a half from the final testing session.

Professional fees, billing, and payment

You may pay by check, cash or credit card. We require a deposit of 50% of the fee at the beginning of the evaluation. The remaining half is charged at the end of the testing process, during the feedback session. Checks

can be made payable to the Center for Cognitive Therapy and Assessment. We charge a \$30 processing fee for any check that is returned unpaid by your bank for any reason. A statement will be provided that will include all information typically required by insurance companies for reimbursement. You are responsible for filing claims with your insurance company.

Separated/Divorced Parents

A minor with separated or divorced parents will need consent and signatures from both parties prior to beginning the evaluation process.

Confidentiality

In general, the law protects the privacy of all communications between a client and a psychologist, and we can only release information about the evaluation to others with your written permission. However, there are a few exceptions.

In some proceedings involving child custody and those in which you or your child's psychological condition is an important issue, a judge may order our testimony if he/she determines that the issues demand it. There are some situations in which we are legally obligated to take action to protect others from harm, even if we have to reveal some information about the client's evaluation. For example, if we believe the child is being abused or has been abused in the past, we must file a report with the appropriate state agency. If we believe that a client is threatening serious bodily harm to himself or herself or to another person, we are required to take protective actions. These actions may include notifying the potential victim, contacting family members to provide help, contacting the police, or seeking hospitalization for the client. We are available to answer any questions on this important matter.

Electronic Communications

We are committed to ongoing due diligence at keeping electronic correspondence private. While communication via email is possible, emails are considered legal documentation and can become part of your or your child's permanent records. This form of communication is never intended to take the place of therapeutic services by a licensed mental health professional.

Dissemination of Reports

In addition to traditional mail delivery or a hard copy of the report presented at feedback, reports can be emailed to addresses which you have provided. The practice will not guarantee 100% privacy if you authorize reports to be disseminated in this manner.

Clients seeking accommodations on standardized entrance and/or professional examinations

Testing agencies such as the College Board, the Educational Testing Service, the Law School Admission Council, and the National Board of Medical Examiners, use the legal definition of a disability to determine if accommodations are warranted. The academic or cognitive limitations identified on psychological testing at our practice do not necessarily indicate the presence of a disability that is functionally limiting to the degree needed to qualify for accommodations on standardized testing. This can even be the case if the client has been, or is found to be, eligible for accommodations in school, college, graduate, or professional school. Consequently, while the psychologists will always thoroughly document the cause of a client's limitations, and will make detailed recommendations for addressing the problems, including accommodations, **we cannot guarantee a client will be granted accommodations on standardized testing.**

My signature below indicates that I have read and understood the information in this document and agree to abide by its terms during our professional relationship.

(Name of Client)

(Date)

(Signature of Client, or Guardian if less than 18 years)

(Date)

(Signature Provider)

(Date)