

PRIVATE TESTING CLIENTS

COMPREHENSIVE PSYCHOLOGICAL SERVICES, LLC

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Welcome to Comprehensive Psychological Services, LLC. This document contains important information about this office's professional services and business policies. Please read it carefully and write down any questions you might have so that we can discuss them. When you sign this document, it will represent an agreement between us.

PSYCHOLOGICAL TESTING SERVICES

There are many reasons for psychological testing. Common features of psychological evaluations include the following:

- Clinical Interview – An interview with the client contains his or her background information (such as family history, physical health, prior abuse history), mental health concerns (such as symptoms of distress, prescribed medications, substance abuse difficulties), educational/work history, employment, social functioning (how you get along with your friends, legal history), and a mental status exam (how you behave and how well you can go about your daily tasks). Collateral contact may be obtained from family members or from a referring agency to provide more information to help the testing process.
- Mental Health Assessment Inventories – These tests usually include surveys and exercises that will tell us about your mental health functioning. The psychologist or testing staff will give you instructions for completing these surveys.
- Cognitive/Neuropsychological Assessment Tools – These exercises may include tests that will tell us how well you understand information, what you have learned in school, and how well you can do things with your hands. Information about your attention span, memory, and ability to complete assignments will also be assessed. The psychologist or testing staff will give you instructions for completing these tests.
- Review of your records - Background information is typically beneficial in helping understand your situation. Private Testing Clients may wish to provide collateral records to our office.

It is extremely important that you be as truthful as possible with the examiner on the test surveys, and provide your best effort on all of the psychological tests. After all of the test results are collected, the information is put together into a written psychological report. Information pertaining to your candidness during the course of this evaluation will be included in the final report. Recommendations are provided at the end of most reports that address the client's concerns.

CONFIDENTIALITY/LIMITS OF CONFIDENTIALITY

A "Private Testing Client" is someone that is self-referred and personally responsible for paying for services performed by Dr. Harari, Dr. Trumpeter or Dr. Woodlief with or without the assistance of private health insurance. Additional HIPPA forms are provided as part of the Informed Consent

process. Testing information will only be released verbally or in writing to individuals or professionals that you give us permission to speak with by completing a Release of Information form. Private Testing Clients are guaranteed confidentiality at all times from this office except for these reasons:

1. The staff is required by law to report if you indicate that you plan to harm yourself or someone else.
2. If you report that you have endangered or abused a child or elderly person.
3. If the court orders that we provide records or a verbal report to them.

If any of these events happen, we will let you know our intent to report to the proper authorities.

If you want us to file your insurance, insurance companies require your name, insurance identification, and service dates before they will pay for your visit. You should also be aware that most insurance companies require a clinical diagnosis to provide reimbursement for services. Sometimes your evaluator has to provide additional clinical information such as a copy of the psychological report (in rare cases). This information will become part of the insurance company files and will probably be stored in a computer. Though all insurance companies claim to keep such information confidential, your evaluator has no control over what they do with it once it is in their hands. In some cases, they may share the information with a national medical information databank.

REVIEW OF WRITTEN REPORT

For the Private Testing Client, a feedback session is usually scheduled upon completion of the psychological report. During this session, the evaluator goes over results and explains the recommendations with the client(s). After going over the test results and answering any questions, the Private Testing Clients may receive a copy of the test report. However, no completed report will be given to a client unless he or she participates in the final feedback session with the examiner, or if a release of information is signed for it to be sent to a qualified professional.

FEES

The estimated charge for this psychological evaluation is \$ _____. When dealing with insurance companies, the client is usually billed for an initial diagnostic interview (CPT Code 90791), testing hours (CPT Codes 96101 or 96118), and the final session when the test results are reviewed (CPT Code 90834). If there is a co-pay, you must pay the entire fee at the time of the initial visit unless an arrangement is made in writing between Comprehensive Psychological Services, LLC and the client. It is against regulations from the insurance company for us to see a client without collecting their co-payment. If your case requires an affidavit or report or if Dr. Harari, Dr. Trumpeter, or Dr. Woodlief needs to consult with an attorney, your evaluator will charge for the time required to complete the task. A charge will be made based on the amount of time required for this service. Payment is expected before each visit. We reserve the right to turn over any uncollected debt (over 60 days) to a collection agency and/or magistrate's court. Insurance does not cover these types of services. This office utilizes NCS Plus for collections. There is an additional \$50.00 fee if NCS Plus needs to be contacted on your behalf.

INSURANCE REIMBURSEMENT

For Private Testing Clients that have a health insurance policy, it will usually provide some coverage for mental health treatment. Your evaluator will help you fill out forms and provide you with whatever assistance you require to help you receive the benefits to which you are entitled; however, you (not your insurance company) are responsible for full payment of our fees. It is very important that you find

out exactly what mental health services your insurance policy covers. You should also carefully read the section in your insurance coverage booklet that describes mental health services. If you have questions about the coverage, call your plan administrator. Your evaluator will provide you with whatever information necessary and will be happy to help you in understanding the information you receive from your insurance company. If it is necessary to clear confusion, this office will be willing to call the company on your behalf.

ETHICAL STANDARDS

As a professional, the person(s) that are testing you will use their best knowledge and skills to help you. This includes the following ideals and ethical standards of the American Psychological Association (APA). In your best interests, the APA puts limits on a relationship between an evaluator and a client, and your evaluator(s) will abide by these rules. Here are some of these limitations.

First, your evaluator is a licensed professional, or supervised by a licensed psychologist, to practice testing services, not law, medicine, or any other profession. Therefore, your evaluator is not particularly trained to give you advice in these other areas. Second, state laws and the rules of the APA require your evaluator to keep your discussions confidential (that is, private). You can trust your evaluator **not** to tell anyone else what you discuss, except in certain limited situations (limits of confidentiality are addressed on Pages 1 and 2). Your evaluator does not try not to reveal the identity of his or her clients. If we meet on the street or socially, your evaluator and testing staff will not acknowledge your presence until you address him or her first. Third, in your best interest and following the APA ethical standards, your evaluator does not engage in multiple roles in your life. Your evaluator cannot ever have sexual or romantic relationships with any clients during, or after, the course of treatment. A full copy of the APA Ethical and Legal Standards are available in the office.

I have read and understood the above information. I also give consent for psychological testing at Comprehensive Psychological Services, LLC.

Please initial all that apply: (For insurance billing, you must initial all spaces except the final one)

- ☐ I authorize use of this form on all of my insurance submissions.
- ☐ I authorize release of information to all my insurance companies.
- ☐ I understand that I am responsible for my bill.
- ☐ I authorize the provider to act as my agent in helping me obtain payment from my insurance companies.
- ☐ I authorize payment direct to the provider.
- ☐ I permit a copy of this authorization to be used in place of the original.
- ☐ I choose not to file Insurance and am responsible for 100% of the fee at time of service.

SIGNATURE

DATE