



## **Psychological Testing Policies and Procedures**

Clearwater will charge \_\_\_\_\_ per hour and will include \_\_\_\_\_ scheduled hours of testing. Estimated fees for your testing are \_\_\_\_\_. For late or missed (less than 48-hours-notice of the cancelation) appointments, the additional time will be charged at the rate of \_\_\_\_\_ per hour. With older adolescents who may schedule and keep appointments independently, parents are financially responsible for missed appointments. Payment of half of the lower estimate of the assessment fee is due at the initial session. The balance due, including additional charges, must be paid in full at the end of the evaluation for us to release the written report to you. Clearwater accepts Visa, MasterCard, checks and cash. Checks will not be accepted if any checks bounce. There is a \$40 fee for all bounced checks.

Most testing is scheduled in two to three hour blocks of time in the morning, to ensure that the person being tested is fresh and functioning at their best. This usually necessitates missing school or work. We strongly recommend a good night's sleep and adequate breakfast prior to all testing sessions. For children, snacks will be provided during the testing sessions; please inform us of any allergies or dietary restrictions. In some cases, behavioral questionnaires are provided to you at the beginning of the evaluation to be completed by family members and/or school personnel. Only questionnaires returned before the last testing session will be included in the results.

Clearwater staff typically complete reports and schedule a feedback session approximately 3-4 weeks after the last testing session. We will discuss with you ahead of time who will participate in this session. For older children and teens, we will meet with the child/teen separately from the parents for a 30-minute individual feedback session. Any other additional feedback sessions (due to multiple households requiring separate appointments, for further clarification, or for any other reason) will be charged at the hourly rate above.

You should read the report provided at the feedback session carefully, and contact us with any corrections, prior to having the report sent out. If the person being evaluated is in school, a second version of the report can be prepared in addition to the initial comprehensive report, excluding any information that the school does not need. We will be glad to discuss with you any information that you might like excluded that we are recommending for inclusion. Reports will not be sent out to anyone without your written consent to release the information. After the completion of the evaluation, if you and your evaluator agree that it would be helpful for your evaluator to meet with school personnel to present the findings (either at an IEP meeting, or less formally) we can do so at the hourly rate above, and charges will include transportation time.

Evaluations at Clearwater are conducted by clinicians who are participating in a monthly assessment seminar run by Dr. Jocelin Saks, Assessment Director. If you are not comfortable with other evaluators seeing you or your child's test data, you should discuss this with your evaluator early in the process. Any concerns that you are unable to resolve with your evaluator can be discussed with Dr. Saks, who will have reviewed your child's test battery as part of the consultation process.



*I have read and understood the policies and procedures for psychological testing at Clearwater Counseling and Assessment Services. I agree to these terms.*

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Signature(s) of client and/or client's guardian(s)

Date