

ADMINISTRATIVE POLICIES AND FEES

SERVICES

Our comprehensive psychoeducational assessment includes: a parent interview, review and synthesis of background materials, screening for emotional and behavioral issues, administration of an individualized assessment of brain functions and cognitive processing skills that can affect learning, and a written report detailing the student's profile of learning strengths and weaknesses including a learning plan designed to support the student toward realizing his or her potential. Findings will be discussed at a parent meeting and a separate follow-up meeting with the student.

FEES

The fee for an initial (55 minute) consultation is \$100.

The fee for a comprehensive psychoeducational assessment is \$4,000. Families who wish to schedule an assessment are required to provide 50% payment (\$2,000) in advance to reserve the first assessment appointment (non-refundable) with the balance (\$2,000) due upon the completion and delivery of the written report.

Classroom visits to observe the student, visits with school administrators to discuss the findings, and attendance at PPT or IEP meetings, if requested by the parent, will be billed at an hourly rate of \$250.

After the report has been delivered and the findings have been discussed with the parents and student, any future telephone calls or meetings exceeding 10 minutes in length will be charged in 15-minute units blocks at the rate of \$62.50 per unit block. Lengthy e-mail communications will be billed based on the same procedure.

BILLING AND PAYMENTS

Cash, checks, and credit card payments are accepted. If you wish to pay with a credit card, you will be asked to complete a credit card authorization form. In this event, your credit card will be charged after each service. Receipts will be provided. A charge of \$35 will be levied for checks returned due to insufficient funds.

CANCELLATIONS

Because psychoeducational assessment appointments are scheduled weeks in advance and book up quickly, if you must cancel or reschedule, please do so as far in advance as possible so we can attempt to schedule another student for the time slot we had saved for your child. We check our voicemail and e-mail regularly, and every attempt will be made to reschedule your child for another date.

Cancellation of other appointments (e.g. school meetings) requires 24-hours notice. Otherwise, we will have to charge the full estimated amount of time allowed for the appointment.

INSURANCE REIMBURSEMENT

Although some insurance companies will cover the cost of a psychoeducational assessment, families are advised that reimbursement cannot be expected in most cases. It is best to enter the process with the expectation that you will be responsible for payment in full. While we are glad to assist you in submitting the proper forms for a claim, please understand that you are ultimately responsible for any fees incurred.

CONFIDENTIALITY

The information that you and your child share with us is protected under confidentiality rules found in the codes of ethics of the American Psychological Association, the Health Insurance Portability and Accountability Act (HIPAA), and the laws of the State of New York.

There are, however, some exceptions. The partners in our practice may have access to records for administrative purposes. We routinely thank the referral sources who recommended us to you. If we learn of child abuse, neglect, or other serious threats of harm to a child, we may take protective action. We are ethically permitted to release information to prevent potential acts of suicide. If you or your child are required to testify about your case in a court of law we may be required to testify and compelled to respond to an irrevocable court order. Finally, if you file a complaint or lawsuit against us we may disclose information in our defense.

RECORDS

Our records are maintained and, except in circumstances that potentially involve danger to, your child, yourself, or others, or the protection of test privacy, you may examine and/or receive a copy. Your request to examine or receive a copy of our test records must be in writing, signed, and dated no more than 60 days prior to our receipt. Due to the fact that professional records can be misinterpreted by untrained readers, we recommend that you review them in our presence or have them forwarded to another professional in order to discuss the contents. To retrieve records, we will charge a copying fee (1\$ per page for the first 10 pages, 50¢ per page for pages 11-50 and 20¢ per page thereafter), and a \$15 record search fee and postage.

I have read, understood and agree to abide by the above policies and fee schedule.

Signature

Date _____