Konick & Associates

# Psychological and Neuropsychological Testing and Assessments

## What to expect during the Assessment process

*We recognize that the process of pursuing a psychological evaluation or a neuropsychological assessment can be overwhelming. To assist you in better understanding the process, we have developed a flowchart that outlines the process so you know what to expect.*

### Weeks 1 & 2: Preliminary Stage

✔ Initial Intake Paperwork
- Our scheduler will review basic information and establish you as a new client. You will be sent an electronic link to our Client Portal to complete intake paperwork.

✔ Intake Interviews
- You will be scheduled for one or two 50-minute intake appointments with one of our experienced clinicians. During the intakes, we will review your history and discuss your needs for an assessment. For minor clients, the intakes may be divided to allow time for parents and child/adolescent clients to meet separately with the clinician.
  *(First appointment is parent only. The second appointment will be with child and clinician.)*

✔ Record Review
- We will request copies of previous assessment reports and educational records for our review. We may also request your written consent to consult with the referral source, other providers, or your child's school.

✔ Insurance Verification & Pre-Authorization for Testing
- We will verify your insurance benefits and provide an estimate of coverage. Some insurance companies require pre-authorization for specific types of assessments. This process can take several weeks before securing an approval.

✔ Formal Estimate
- You will receive a written estimate that outlines our recommendations for the assessment, estimated insurance coverage and costs, and instructions for proceeding with testing. After receiving your approval, we will begin the evaluation process.
- *The signed proposal is due within 3 days in order to initiate testing. Failure to return the estimate within the 3-day period will result in delays to the testing process.*

### Week 3: Data Collection Stage

✔ Psychological / Neuropsychological Testing
- We will schedule and administer standardized measures ("tests") in the office. This process will likely require several appointments of 3-4 hours in duration.

- ✔ Behavior & Symptom Measures
  - o We will distribute symptom measures to the client and/or appropriate collateral sources (e.g., spouse, parents, and/or teachers). This will assist us in understanding the client's behavior and symptoms across settings.

- ✔ Consultation
  - o Your examiner may need to consult with outside sources (e.g., teachers, therapists, etc.) for additional information.

*It is critical to our assessment timeline that data collection is completed within a one-week period. Failure to schedule testing sessions or return symptom measures can significantly impact our ability to make an accurate diagnosis or appropriate treatment/educational recommendations.*

**Weeks 4-5: Integration and Completion Stage**

- ✔ Finalize Data Collection
  - o We will follow up on assessment measures that are still outstanding. It is possible that additional measures may be requested if results are inconclusive or if additional concerns are identified during the assessment process.

- ✔ Interpretation & Clinical Impressions
  - o Assessment data will be scored and interpreted by our experienced clinicians.

- ✔ Feedback Session
  - o We will schedule a face-to-face session to review the findings of the assessment in detail, along with the diagnoses and recommendations.

- ✔ Report
  - o A comprehensive report will be prepared that incorporates background and historical information, prior assessments, current results, and treatment/intervention recommendations for home, school, work and/or community living.

Note, the timeline is an estimate to help you understand the process at our practice. While we estimate the process to span 5 weeks, it may take longer depending on factors such as the complexity of the assessment, how quickly we are able to collect the necessary information for evaluation (such as previous records or symptom measures), responsiveness of insurance for pre-authorization and claims, and scheduling for in-office testing measures. Your timeliness in responding at each stage will assist us in keeping your assessment on track!

***Billing and Claims***

In-network claims will be submitted throughout the assessment process by our Billing Department. Out-of-network clients are encouraged to make payments during the assessment period. Payments are expected in full at the close of the assessment in order to avoid delays in preparing the report.