

**West Psychological Services, PLLC**

**Psychological Testing Agreement**

## Testing TimeLine-What to Expect:

* **1st: Appointment - Patient Intake**: Discuss concerns and issues with psychologist. This is a 30 minute (approx.) appointment which is subject to a copay/payment at time of service. (Patient/Parents of Patient Only).
* **2nd Appointment – Testing Session**: Patient meets with psychologist for formal evaluation (scheduled by the psychologist during the 1st appointment).
* **Testing Authorization is Requested:** Authorization from insurance company must be in place for testing to occur (this can take 2 weeks or more (depending on the insurance company and individual issues) for approval from insurance company). The office will submit the authorization request after the first meeting.
* **Testing of Patient**: Testing time will vary and if necessary could occur over multiple sessions. The dates and times will be determined by the schedule of the psychologist and patient. Copay/Payment of testing is due at time of testing (note: Only (1) copay required even if several days are needed to complete testing).
* **Test results/feedback with patient/parent of patient:** - Typically following completion of testing the patient or his/her parents will meet with psychologist to go over the results of assessment. This is not always possible and a 3rd appointment will be required. This 3rd appointment is subject to copay/ payment at time of service and not included in the total testing cost. (Patient/Parents of Patient Only).
* **Report from psychologist:** As report content, length, and complexity can vary depending on the individual assessed, receipt of the report may take up to 12 weeks. This time can be lengthened should paperwork not be returned, medical/school/collateral records are not obtained within a timely fashion, or the complexity of the case requires additional consultation, testing, scoring, and interpretation. If requested; report will be emailed to the email provided or mailed following Patient feedback. If the patient was referred by a physician, a copy will also be forwarded to the referring physician.

## Important Information about Testing and Insurance:

* Insurance companies and policies *HIGHLY vary* on which tests they approve and the number of hours they allow.

## Any tests requested by an individual or their family that an insurance company considers primarily for educational purposes (e.g., psychoeducational tests, academic/achievement tests, certain developmental tests, or reading batteries) will *NOT* be covered under your policy. Our contracts with a number of insurance companies preclude us from filing any educational testing hours. As such, the individual or families of the patient will be responsible for covering these hours.

* If you are seeking testing ***only*** to assess IQ, giftedness or placement in a gifted or other educational program, or court ordered psychological testing, this testing is ***NOT*** covered by insurance as they are not considered medically necessary. Please request information regarding the self-pay rate for testing.
* Psychological testing & assessment sometimes requires a special authorization from your insurance company. As stated by the insurance companies, this authorization is not a guarantee of payment.
* The authorization for testing does not include the intake or feedback appointments, this will be covered under the patient’s therapy sessions authorization.
* If it is felt that certain tests are needed in order to provide an accurate diagnosis but are not covered services by your insurance, and you request the tests to be performed, the additional time will be billed to you at the insurance contracted rate per hour.

## Additional Information:

* If testing is completed and a diagnosis is NOT made, your insurance company may not cover the testing even if there had been prior approval or pre-authorization. **You will be responsible for payment if your insurance denies coverage for any reason.**

## Payment is due in full on the day of testing. If the testing balance has not been paid by the feedback appointment, West Psychological Services, PLLC reserves the right to postpone the testing feedback session until the full balance due has been satisfied. West Psychological Services, PLLC also has the right to withhold testing reports until payment is made in full.

* There are occasions when we are misquoted by the insurance company. You should check with your company to confirm your benefits as you will be responsible for any denials of payment or misquotes.
* Please, discuss any questions or concerns you have regarding the process or payment with our Office Manager or the Psychologist prior to the testing appointment.
* For testing, our office requires cancellations be made at least 24 business hours prior to the testing time.
* The total time requested for the assessment includes: test administration, scoring, interpretation and a written report. **Your child will not need to be in the office for the total time requested. Testing cost is not affected by the amount of time your child is in the office.**

We look forward to working with you and your child. Additional Notes:

## Please sign the attached signature page for our records.

**West Psychological Services, PLLC Psychological Testing Agreement Signature Page**

|  |
| --- |
| Legal Name of Child: |
| Date of Birth: |
| Insurance: |

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 (parent initials)

## By signing below, I have read, reviewed, and agree to the Psychological Testing Agreement provided by West Psychological Services, PLLC and (if applicable) request the additional testing not covered by the patient’s insurance company.

Parent/Guardian Date

Parent/Guardian Date

Psychologist/Witness Date

Copy: Patient Chart