



Policies & Fees for Requests of Reports

- Some patients who come for consultations with at the Brown Clinic want and need detailed written reports concerning their consultation; others do not. This statement is intended to clarify my policy about such reports.

Brief Letters and Reports:

- Upon request with advance notice, we can provide a brief letter regarding a patient's initial evaluation and treatment recommendation(s) or progress. This letter is subject to a fee depending on the amount of time and complexity to complete this request. Although not required, a brief diagnostic letter is often helpful for referral to a patient's healthcare provider, (i.e., for requesting a specialist's recommendation of a ADHD medication trial); as well as school or workplace accommodation requests.
- Longer letters that must be done outside a scheduled appointment are billed according to your doctor's hourly rate. Fees for such letters are based directly on the amount of time preparing a written letter; they are not padded with extra amounts to cover administrative or appointment time that may or may not be needed.

Comprehensive Narrative Reports: *includes a summary of the initial 3-hour diagnostic evaluation, and current psycho-educational testing to establish eligibility for requesting necessary accommodations under protections of Section 504, IDEA, or the Americans With Disabilities Act:*

- These reports may be needed to request academic accommodations for students in elementary school through graduate degree programs. Some accommodations may include, preferential seating, modified assignments, note-taker, separate testing area for minimal distraction, or extended time for taking tests and exams. For adults, accommodations may be needed for **professional board certification exams** (NCLEX, CPA, MCAT, LSAT, PCAT, DAT, AANP, PRAXIS, etc...), **standardized exams** (PSAT, SAT, ACT, GRE, GMAT) or for school testing accommodations, etc... or to establish eligibility for special education services.
- Requirements for establishing eligibility for accommodations or special education services have become increasingly stringent in recent years. In most settings it is necessary for the report to include not only data from an initial psychological evaluation, but also analysis and interpretation of data from standardized tests. Such testing may include a combination of the following instruments: *Wechsler IQ Tests for Children or Adults [WISC v. WAIS]; the Wechsler Individual Achievement Test [WIAT]; Woodcock-Johnson, Nelson-Denny Reading Test, Gray Oral Reading Test, Children's Memory Scale, and/or other pertinent diagnostic or symptom rating scales.*

I, _____, hereby request a comprehensive diagnostic and narrative report summary of all findings from my 3-hour diagnostic & psychological evaluation, clinic interviews, and current psychological testing completed at the Brown ADHD Clinic. I understand that a waiting period of about 4-6 weeks is needed for preparation of the final narrative report.

***The following information is an estimated quote for the number of hours billed for time to complete testing and the number of hours billed for preparation of the written summary report.**

1. Psycho-Educational Testing (\$400/hour * _____) = Estimated fee required on day services are rendered)
2. Data Entry/Analysis/Interpretation/Writing for Narrative Report (\$400/hour * _____) = Estimated fee required on day services are rendered).

Patient Name: _____

Signature of Patient or Parent/Guardian: _____

Date Report needed by: _____

Today's Date: _____