ENVISION
COUNSELING CLINIC
720-WELCOME
www.EnvisionClinic.com

Testing Procedures

Client Name: ______________________________________ Date of Intake: _______________

(Initial once the tasks are complete)

______Admin schedules the intake session with a testing psychologist.

- If the testing is for a child with potential problems,
  - request that the parent bring report cards (with teacher comments), previous testing, or any other written documents that would inform the psychologist.
  - Have the parent complete an ROI form to Release info To <u>and</u> Receive info From the teachers they give us the email addresses for.
- Inform the client that we like to have a quick turnaround, do they have flexibility within the next couple of weeks to be able to schedule testing sessions?
- Admin charges their card for the deposit.
- Admin gives this form to the psychologist to complete.
- Admin writes on the tracking whiteboard the date of the intake and client initials.

______Psychologist then meets with the client for an testing INTAKE session.

- Psychologist completes the "Testing Recommendation and Good Faith Estimate" form and gives it to the client. This form lays out the price tag for the client so they can decide whether or not to proceed with testing.
- Psychologist charges the client for the remainder of the session fee (less the deposit).
- Psychologist schedules the client for the testing session(s). **<u>Testing session(s) should happen within 7-10 business days of the intake session.</u>**
- If there is any difficulty scheduling testing sessions, psychologist will ask admin for help rescheduling.
- If applicable, Psychologist emails any checklists to parents (and asks them to forward them onto the teachers if needed). Include a deadline as to when we need these back.
- Psychologist writes date of testing session(s) on the testing whiteboard.
- Psychologist schedules time to write report within the week following testing.

______At the end of the testing session,

- Psychologist schedules a feedback session with the client **<u>within 7-10 business days.</u>**
- Psychologist writes date of feedback session on the testing whiteboard.
- Psychologist charges the client for the test sessions (admin/score fee, material fee).

______Psychologist then scores the tests and writes up the report **<u>within 7 days</u>**.

- Email a copy of the report to another psychologist for a brief review (if desired)

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______At the feedback session,

- Psychologist gives the signed, written report to the client at the feedback session.
- Psychologist also sends the client a PDF of the final signed report the same day of the feedback session. (If absolutely necessary, this report can be sent within 3 days of the feedback session, but not any later.)
- Psychologist charges the client for the report and the feedback session.

______Psychologist completes the file within 7 business days of the feedback session,

- <u>**Psychologist scans the test results and written report and uploads them to the *Clinical* Documents tab in the client's TheraNest file.**</u>
- Psychologist initials the testing whiteboard when the report has been given and all charges paid.
- Psychologist gives this document to the site clinical director.
- Psychologist completes archiving procedures for the client <u>**within 7 business days**</u> of the feedback session.