California ADHD
Center for Success

Welcome to the **ADHD CENTER FOR SUCCESS**! We are pleased you have chosen us to provide a comprehensive evaluation and will do everything we can to make this process go as smoothly as possible for you. We are very excited to be able to offer our comprehensive evaluations remotely. Below is some additional information to help the process go smoothly.

Before you proceed to complete the forms, please be aware that the ADHD Center for Success does **not** accept insurance, Medi-Cal, Medicare or Tricare. Payment is due in full at time of service. Although we do not accept insurance, some insurance providers consider us an "out of network" provider and will reimburse you for a portion of the fees paid. We will provide you with a superbill to submit to your insurance company upon request, once the evaluation and follow up is completed.

Upon scheduling your appointment you should receive an email confirmation. Shortly after that, you will receive access to the secure patient portal, where you may complete several of the forms directly online, and upload the remaining forms to the portal. The email for that access will come from "yourprovider@simplepractice.com." Prior to your appointment please be sure to complete all of the forms (included in this packet) and upload them to the portal at least 24 hours prior to your appointment. While we prefer to have all the forms returned, we recognize sometimes this is not possible. The forms listed below in GREEN (first group) are the ones we are required to have in order to proceed with the evaluation, and are able to be completed online in your portal. The remaining forms may be returned at your convenience following the evaluation.

***Please do not take photos of the forms! Please scan each form (all pages) as one document, and upload it to your portal. Be sure to put your name on the pages and number them.**

- **Patient Information Form**
- **Practice Guidelines (please be sure to sign)**
- **Privacy Statement (please be sure to sign)**
- **Credit Authorization (we must have this prior to sending the links for the evaluation)**
- **Telehealth Consent (please be sure to sign)**
- Young Adult ADHD History
- Amen ADHD Type (you and if possible, someone who knows you well completes separately)
- Adult Brain and Symptom Checklists
- Learning Disability Screening (you and someone who knows you well completes separately)
- If you are including *Executive Functioning* or *Sensory Processing* in your evaluation, a link. for that assessment will be sent to your email following the evaluation appointment.

Here is some additional information about the Evaluation process:

- The Evaluation will last approximately one hour, and will begin with a continuous performance test, on the computer, which is approximately 15 minutes.

- Following the test, we will proceed with a clinical interview, covering current concerns, past history with school, job history, relationships, activities, etc. You are welcome to bring someone with you that may add some background information (parent/significant other, etc.)

- If all the paperwork is turned in at the time of the evaluation, you may expect a report in approximately 1-2 weeks. Once you receive the report, you are welcome at any point going forward to schedule an ADHD follow up appointment should you choose to.

COMPUTER REQUIREMENTS:

- Only the Chrome web browser can be used. It can be installed for free on either Windows PC or Mac. **Be sure you download the latest version prior to the evaluation.

- If using a laptop, **you must use a wired or wireless mouse.** **It is important that you NOT** use a laptop touchpad as a test input device.

PREPARE FOR YOUR SCHEDULED APPOINTMENT:

- Complete the correct packet of forms from the ADHD website, or on the patient portal.

- Upload the completed packet of forms to the patient portal at least 24 hours *prior* to your evaluation. If time does not permit completion of all forms, please be sure you complete and upload the required forms, noted above in green.

- Look for the email containing the link for your video appointment as well as the test link and code and flag it for easy access for your appointment.

20 MINUTES PRIOR TO YOUR SCHEDULED APPOINTMENT:

- Write down your remote code and password from your email.
- Be sure you have a mouse if you are using a laptop, no track pad can be used.
- Disable your Screensaver
- Disable your Virus Scan
- CLOSE all other programs and windows on Chrome. Forgetting to do this may cause the test to spontaneously discontinue during the assessment and require it to start from the beginning.
- **Put "do not disturb" mode on any email/text notifications that come on your computer.**
- Use the restroom if needed.
- Place the "Testing-Do Not Disturb" sign on your door. Inform others in your house that you will be testing for approximately 1 hour. Be sure you will be in a quiet space.
- Be sure any pets are outside the room and supervised so they do not disturb you.
- ***Do not forget to close all programs***.

5 MINUTES PRIOR TO YOUR SCHEDULED APPOINTMENT:

- Have your access code and user information in front of you.
- Wait for instructions to connect to the test once you are in your video conference
- The test will ask you to use headphones. If it is quiet and you prefer not to, that is fine, as long as you can hear the computer prompts.

Should you need to change or cancel your appointment, please let us know as soon as possible. Thank you and we look forward to working with you!