



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 and your child. 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 the forms directly online. The email for that access will come from "yourprovider@simplepractice.com." Prior to your appointment please be sure to complete all of the forms **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 completed following the evaluation if necessary.

**\*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 (parent completes)**
- **Practice Guidelines (parent signature)**
- **Privacy Statement (parent signature)**
- **Credit Authorization (parent signature)**
- **Telehealth Consent (parent signature)**
  
- Child History (parent completes)
- ADHD Rating Scale - Home Version (each parent completes separately)
- Child/Teen Brain/Symptom Checklist (parent and child (10yo+) complete separately)
- Learning Disability Screening (parent and child (10yo+) complete separately)
- Release of information (include 1-2 teacher's name and email to have assessment sent)
- 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. If remote, you will receive the link for the video session, as well as the test link and password prior to the evaluation. Please **DO NOT** sign into the test link until we are on the video conference as we will do it together. Once your child is signed into the test, please sit away from them, out of view, and do not talk to them, answer any questions or redirect them at all. Please be sure you are quiet throughout. The test will last approximately 20 minutes. If your child has an issue or question, I will address it.

- The last part of the session will be with you and your child together, discussing current concerns and difficulties encountered in school, home and activities, etc. With young children, after speaking with them for a few minutes, we may let them leave so we may speak freely about your concerns. If in person, you might bring someone to wait with your child for a little bit so we can speak freely.
- If all the paperwork is turned in at the time of the evaluation, you may expect a report in approximately 3 weeks, emailed to you, at which point you may go online and schedule an *ADHD follow up appointment*. Please wait to receive the report before scheduling.

### **FOR REMOTE EVALUATIONS: 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 forms on the patient portal, or the correct packet of forms from the ADHD website at least 24 hours prior to your appointment. The forms may take a little time so be sure to start early.
- If time does not permit completion of all forms, please be sure you complete 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.**
- Have your child use the restroom prior to the evaluation, and have a snack 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:**

- Adjust the computer screen so the mouse and your child's hand can be fully visible
- 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

**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 and your child.**