



Evaluation Center for Learning

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OFFICE POLICIES

Please review carefully to ensure your understanding.

Welcome to the Evaluation Center for Learning (ECFL). Please read the information in this document carefully because it contains important information about the practice. It includes information about professional services and policies and constitutes an agreement between you and Dr. Edidin. Once you have read the document, please sign the Consent for Assessment page (located in a separate document) and return it *before* the intake session.

Neuropsychological Assessment

A comprehensive evaluation includes: record review, parent interview (typically 1-2 hours), student interview and testing (typically 5-8 hours), scoring, data analysis and interpretation, consultation with other clinicians, a parent feedback session, and a comprehensive written report. If appropriate, it may also include a school observation and an abbreviated child feedback session when developmentally appropriate.

Dr. Edidin uses her training, expertise, and standards of care to guide her selection of measures and interpretation. The final report, which is intended for multiple audiences (e.g., parents, educators, and clinicians), will not be changed unless it includes inaccurate information. On occasion, Dr. Edidin may believe that it is appropriate to draft a separate school report due to sensitive information. This decision will be made in collaboration with parents.

Professional Fees

There are three fee levels for comprehensive neuropsychological assessments that include the services described above.

1. One full day and one partial day or three partial days of in-person testing (i.e., 5½ -8 hours); does not include testing for autism and/or complex psychiatric concerns: \$5,000 (Standard Comprehensive Assessment)
2. One full day or two partial days (i.e., <5½ hours) of in-person testing: \$4,500
3. One full day and one partial day or three partial days of in-person testing for autism testing and/or complex psychiatric concerns: \$5,500

Dr. Edidin charges her hourly rate of \$240/hour for other professional services unless otherwise indicated. These include:

1. Abbreviated evaluations not covered above (e.g., to track progress in a specific academic after intervention)

2. Additional time required for in-person testing and/or intervention (i.e., more than 8 hours) and extended feedback sessions (i.e., 2 hours for standard assessment and 2½ for autism/complex psychiatric evaluation)
3. Evaluation of records that are not part of the assessment process, review of records conducted by other clinicians to provide her impressions and/or additional recommendations, and preparation of treatment summaries.
4. Out-of-the-ordinary phone consultations. Dr. Edidin is available to answer questions and consult during and after the assessment process, but she charges if they become unusually extended (i.e., 25 minutes) and frequent.
5. Preparation for and one hour of attendance at school meetings is \$300; if subsequent time is needed in consultation with the school, it is charged at Dr. Edidin's hourly rate.
6. Legal proceedings. If you become involved in legal proceedings that require Dr. Edidin's participation, you will be expected to pay for any professional time she spends on your legal matter, even if the request comes from another party. Dr. Edidin charges \$450 per hour for professional services she is asked or required to perform in relation to your legal matter. She also charges her hourly fee for copying and sending records.

Professional services are charged in 15-minute increments.

Payment

Dr. Edidin is an out-of-network provider. She will provide you with a superbill at the end of testing, which will include CPT codes and can be submitted to your insurance company for reimbursement. Please contact your insurance company if you have any questions or concerns about whether your specific policy covers the cost of an assessment.

Unless arrangements have been made with Dr. Edidin to establish a payment schedule, payment in full is required for completion of the report. Payment can be made via check or Zelle. Although Dr. Edidin collects credit card information solely for nonpayment, she can process a credit card if that is your preference; however, there is a processing fee. If your account is not paid within 60 days of the statement date, your credit card will be charged for the statement balance and any fees that are incurred to process the payment with a credit card. Dr. Edidin will send you a statement once payment has been received. Should Dr. Edidin be unable to charge your credit card, she reserves the right to use legal means (e.g., hiring a collection agency or attorney or initiating a small claims court case) to secure payment. If this is required, the costs associated with this process will be added to your balance. Your account will also be charged 1.5% per month interest on all balances not paid after 60 days.

Missed and Cancelled Appointments

Because Dr. Edidin protects many hours to assess each patient and is unable to fill appointments at the last minute, if you miss or cancel your appointment and do not provide at least 3 days notification, you will be charged 50% of the assessment fee. Exceptions can be made when families need to reschedule due to extenuating circumstances such as illness and emergencies.

Parent Authorization for Minor's Mental Health Treatment

For parents who are separated or divorced, Dr. Edidin requires that *both* parents read and sign all documents (i.e., the consent and release of information forms). If you have sole legal custody

and medical decision-making authority for your child, please notify Dr. Edidin. She will ask you to provide her with a copy of the most recent custody decree or other documentation that demonstrates that you have the sole right to authorize treatment for your child.

Parent/Guardian Agreement Not to Use Minor's Assessment Information/Records in Custody Litigation

When a family is in conflict, particularly conflict due to parental separation or divorce, it is challenging for everyone, particularly for children. Dr. Edidin's role will be strictly limited to the assessment of your child. You agree that in any legal proceedings, neither parent will seek to subpoena Dr. Edidin's records or ask her to testify in court, whether in person or by affidavit, or to provide letters or documentation expressing her opinion about parental fitness or custody/visitation arrangements.

Please note that this agreement may not prevent a judge from requiring Dr. Edidin's testimony, even though she will not do so unless legally compelled. If she is required to testify, she is ethically bound not to give her opinion about either parent's custody, visitation suitability, or fitness. If the court appoints a custody evaluator, guardian *ad litem*, or parenting coordinator, Dr. Edidin will provide information as needed, and if appropriate releases are signed or a court order is provided; however, she will not make any recommendation about the final decision(s). Furthermore, if Dr. Edidin is required to appear as a witness or to otherwise perform work related to any legal matter, the party responsible for her participation agrees to reimburse her at the rate of \$450 per hour for time spent traveling, speaking with attorneys, reviewing and preparing documents, testifying, being in attendance, and any other legal case-related costs.

Individual Parent/Guardian Communications with Dr. Edidin

Over the course of your child's assessment, Dr. Edidin may meet with the child's parents/guardians either separately or together; however, please be aware that her patient is your child— not the parents/guardians. Dr. Edidin will take notes during these meetings, which will become part of your child's treatment records. Please be aware that the notes will be available to any person or entity that has legal access to your child's treatment record.

Use of Technology

As part of the assessment engagement, Dr. Edidin uses tools from third parties (e.g., Pearson, Western Psychological Services, Riverside Insights, and Psychological Assessment Resources). These may be used for administration and/or scoring. AI may also be used. All companies who handle protected health information (both named and unnamed) are HIPAA-compliant and/or have signed a business associate agreement (BAA) that indicates they will protect confidentiality consistent with HIPAA regulations. There is always a risk when data is exchanged that confidential information could be leaked. Dr. Edidin may also use online platforms that are not HIPAA compliant to edit de-identified reports (i.e., names and locations are omitted or changed). Please contact Dr. Edidin if you have any questions regarding how she uses technology to support the assessment process.

Data

According to the Mental Health and Developmental Disabilities Confidentiality Act, Dr. Edidin may only release test materials, including raw test data, to another licensed clinical psychologist. Should you wish for her to disclose raw test materials to another licensed clinical psychologist, please complete a written request for a release of information.

Confidentiality

The Illinois Mental Health and Developmental Disabilities Confidentiality Act protects the privacy of most communications between a patient and the patient's psychologist. As such, Dr. Edidin can only release information to others if you sign a release of information form; however, there are situations in which Dr. Edidin is not legally required to obtain authorization to release information. These include:

1. Consultation: Dr. Edidin may discuss a case with other health and mental health professionals. She tries not to reveal the identity of the patient, and other professionals are also legally bound to keep the information confidential.
2. Administrative: Dr. Edidin may need to share protected health information (PHI) for billing purposes. Any individual who assists with this administrative task must comply with the same rules of confidentiality and have agreed not to share PHI outside of ECFL without approval from Dr. Edidin.
3. Litigation: The psychologist-patient privilege law protects information regarding patient diagnosis and treatment. If there is a legal proceeding and a request is made for information concerning patient diagnosis or treatment, Dr. Edidin may not disclose any information unless compelled by a court order. If a patient is involved in, or considering, a lawsuit, Dr. Edidin suggests consultation with an attorney to establish whether she would be required to disclose information.
4. Legal: Should a patient file a complaint or lawsuit against Dr. Edidin or the ECFL, she may release pertinent information required to defend herself.
5. Mandatory disclosure of treatment information (see below).

Mandatory Disclosures of Treatment Information

In some situations, Dr. Edidin is required by law or by the guidelines of her profession to disclose information, regardless of whether she has your or your child's permission. These include:

1. A patient discloses that they plan to cause serious harm or death to themselves and Dr. Edidin believes they have the intent and ability to carry out this threat in the very near future. She must take steps to inform a parent or guardian or others of what the child has told her and how serious she believes this threat to be. She is also mandated by law to try to prevent the occurrence of such harm.
2. A patient discloses that they plan to cause serious harm or death to someone else, and Dr. Edidin believes they have the intent and ability to carry out this threat in the very near future. In this situation, Dr. Edidin must inform a parent or guardian or others, and she may be required to inform the person who is the target of the threatened harm as well as the police.
3. A minor patient is doing things that could cause serious harm to themselves or someone else, even if they do not intend to harm themselves or another person. In these situations, Dr. Edidin will need to use her professional judgment to decide whether a parent or guardian should be informed.
4. A minor patient discloses or Dr. Edidin otherwise learns that a child is being neglected or abused (physically, sexually, or emotionally) currently or in the past. In this situation, Dr. Edidin is required by law to report the alleged abuse to the appropriate state child-protective

agency (i.e., the Department of Children and Family Services) and provide any additional information that is requested.

5. Dr. Edidin is required by law to report cases of elder abuse to the appropriate state agency and provide any additional information that is requested.
6. Dr. Edidin is ordered by a court to disclose information.

Communication Policies

Because electronic communications are common in our society, and many individuals prefer this method of communication with others, Dr. Edidin has prepared a communication policy to assure that the security and confidentiality of protected health information are consistent with ethics and the law. Many common modes of communication put your privacy at risk and can be inconsistent with the law and with the standards of her profession. If you have any questions about this policy, please feel free to discuss them with her.

1. **Email Message Communications:** Dr. Edidin uses email communication only with your permission and only for administrative purposes unless she and you have made another agreement. That means that email exchanges with her office should be limited to things such as: setting and changing appointments, minor billing matters, and other administrative issues.

Please do *not* email Dr. Edidin about clinical matters because this is not a secure way to communicate. If you need to discuss a clinical matter with Dr. Edidin, please call her to discuss it on the phone typically or wait to discuss it during a scheduled session. Telephone, video, and face-to-face context are more secure modes of communication.

Email should *not* be used to communicate with Dr. Edidin in an emergency. She makes every effort to respond to emails and phone calls within 24 hours, except on weekends and holidays. In case of an emergency, please call 911 or go to the nearest emergency room.

2. **Text Messaging:** Because text messaging is an unsecure and impersonal mode of communication, she does not use text messages to communicate with patients or their parents/guardians about clinical matters. You may text the office number if you are running late to pick up your child so as not to interrupt the session. Dr. Edidin may also text you if she will not be done with a testing session at the agreed-upon time.
3. **Social Media:** Dr. Edidin is a member of social networks, but not in her professional capacity. Because casual social contacts can create significant privacy risks for you and/or your child, she will not contact or communicate with you or your child through social media platforms (e.g., Facebook and LinkedIn). Dr. Edidin also asks that you do not contact her through social media. If she discovers that she has inadvertently established an online relationship with you, she will cancel that relationship.