

**Christina Watson, Psy.D.
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POLICIES AND PROCEDURES

- Evaluations are completed in one day with rare exceptions (i.e., you become ill during the session or attention is too poor to complete the evaluation in one day).
- Evaluation appointments average 7 hours, but may take more or less time. Plan to spend the whole day. Supplemental testing and consultation appointments may be shorter.
- Preliminary results are provided verbally right after the evaluation is completed.
- Written final results are mailed to your home after the appointment day. A second copy is provided for your employer, testing board, college, etc., if you choose to share it.
- The highest security standards are followed in using electronic administration of the test measures and with report writing. Files are encrypted and password protected.
- Phone communication is preferred to e-mail because of security concerns with e-mail; personal information we discuss is considered protected healthcare information. Therefore, only topics such as scheduling can be communicated via e-mail.
- Without written authorization from you, Dr. Watson cannot communicate about your test results with anyone, including school personnel, employers, etc., except when legally mandated to do so.
- All paperwork, including intake questionnaire, informed consent, this form, and any report cards, copies of standardized test results and IEPs/IEP reports, must be received by Dr. Watson prior to the day of scheduled appointment. These documents need to be submitted as paper copies via mail or they may be dropped off. Emailed copies cannot be accepted due to security concerns. Please do not provide originals, as Dr. Watson must keep these documents in your record.
- The fee for a comprehensive assessment is due at the time of appointment via cash, debit, or credit card. Regrettably, personal checks cannot be accepted. You may choose to pay half of the fee at the time of booking and half at the appointment, if you prefer.

- The fee for supplemental testing, consultation appointments, assistance with appeals to standardized testing boards, and other services is billed per hour, including record review and report writing/forms completion time. The fee for time spent in-person will be due at the appointment. Time required for record review and report writing or forms completion will be logged precisely and billed by the .25 hour to the credit card provided.
- Dr. Watson's services do NOT include any legal work, such as advocacy, forensic evaluations, custody evaluations, or expert testimony. In the case of unavoidable, third party-initiated cases at which Dr. Watson is legally required to testify, the fee is \$350.00 per hour which applies to records review, preparation time, school visits, travel time, time spent at the hearing or trial, and all other related tasks and activities. Time will be estimated as closely as possible at the outset and payment must be received in advance. At the close of the process, any additional time spent will be billed and any unused time will be refunded.
- A credit card number may be taken at the time of scheduling to hold the appointment. Please understand that only one person can be seen per day and therefore the appointment times are quite valuable. If you cannot attend your scheduled appointment, 24 hour notice of cancellation is required (excluding holidays and weekends). If 24 hour notice is not provided and you do not attend the appointment, a \$200 fee will be charged to the card provided at time of scheduling for missed consultation appointments and a \$400 fee will be charged for missed complete assessment appointments.
- The following are important tips for the day of the appointment:
 - Make sure you get a good night's rest the night before
 - Eat a hearty breakfast
 - Be sure to bring your reading glasses, if prescribed
 - If you take ADHD medication, please take it on the day of the appointment unless otherwise discussed with Dr. Watson
 - Bring a snack/lunch and water

Please contact me with any questions or concerns about policies and procedures, and please return this signed form with all other paperwork. Thank you!

I, (print name) _____, acknowledge receipt of and agreement with the policies and procedures listed above. I have had any and all questions addressed and answered to my satisfaction.

Signature

Date