

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

- Evaluations are completed in one day with rare exceptions (i.e., child becomes ill during the session or attention is too poor to complete it in one day).
- Evaluation appointments average 7 hours including interview, breaks, and feedback, but may take more or less time. Plan to spend the whole day. Supplemental testing and consultation appointments may be shorter.
- Verbal results are provided to parents right after the evaluation is completed, or a second appointment can be scheduled for feedback if parents prefer the child not to wait alone during that time.
- A comprehensive written report containing the results and recommendations is mailed to the home following the appointment day. A second copy is provided for the school, should parents 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.
- Phone communication is preferred to e-mail because of security concerns with e-mail; information we discuss is considered protected healthcare information.
- Without written authorization from parents, Dr. Watson cannot communicate about the child or his/her test results with anyone, including school personnel, tutors, etc., except when legally mandated to do so.
- All paperwork, including intake questionnaire, report cards, and copies of any standardized test results and IEPs/IEP reports, must be received by Dr. Watson prior to the day of scheduled appointment. These should be mailed as paper copies rather than e-mailed due to security concerns.
- The fee for a complete assessment is due at the time of appointment via cash, debit, or credit card. Regrettably, personal checks cannot be accepted. If preferred, two payments of 50% each can be made with one processed at time of scheduling and the rest due at the appointment.
- The fee for supplemental testing, consultation appointments, assisting with appeals to standardized testing boards, classroom observations or attendance at school meetings (with driving time), parent coaching, and other services is billed per hour, including record review and report writing time. Time spent in person, as applicable, will be payable at the appointment, and record review and report writing

time will be logged precisely and billed by the .25 hour to the credit card provided. Payment must be received prior to release of the report.

- 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. 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 cancellation fee will be charged to the card that was provided at time of scheduling for missed consultation appointments, and a \$400 fee will be charged for missed psychoeducational assessment appointments.

- The following are important tips for the day of the appointment:
 - Make sure your child gets a good night's rest the night before
 - Feed your child a hearty breakfast
 - Be sure to bring your child's reading glasses, if prescribed
 - If your child takes ADHD medication, he or she must take it on the day of the appointment unless otherwise discussed with Dr. Watson
 - Bring snacks and water for your child and yourself
 - Bring something to keep yourself busy while your child tests, and something for your child to do during the parent feedback portion of the appointment

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