



The Levin Center

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Atlanta, GA 30345
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www.levincenter.org

TESTING POLICIES AND PROCEDURES

PLEASE READ THE STATEMENT OF POLICIES BELOW. IF THERE ARE ANY MATTERS YOU WISH TO DISCUSS REGARDING THESE POLICIES, PLEASE DO SO AT THE TIME OF YOUR FIRST APPOINTMENT.

1. Please complete the background, permission for evaluation form, and any other forms included in your packet and bring them to your first appointment.
2. Be prepared to leave a deposit of \$500 at the time of the first appointment. This should be in the form of a check. Credit cards are not accepted.
3. Be sure that the individual who will be tested is rested and ready to work. **Please take/administer all medications as normal on the testing day.** Much depends on our ability to have confidence in our results.
4. You must call the Center and change the appointment 24 hours in advance if you wish to change the time or day of your scheduled appointment for reasons other than health. There is a \$50 cancellation fee for a missed appointment. Please be aware that if you miss your appointment, it may be some time until you can be rescheduled. There is no cancellation fee for health reasons so please call us if you think the testing will be compromised because of health concerns.
5. Your provider (or office staff) may contact you to provide appointment reminders as a courtesy. However, you are responsible for remembering your appointment.
6. Comprehensive evaluations usually require 2-3 sessions of several hours depending upon the referral concerns. For younger children, we will make every effort to schedule these in the mornings. Please feel free to send a snack and drinks, as there will be several short breaks during the testing periods.
7. At the conclusion of testing, a feedback appointment will be scheduled to discuss the findings of the evaluation. The report will be released once payment has been paid in full or arrangements have been made with the director.
8. We do not accept insurance. However, we are happy to assist you in seeking reimbursement from your insurance company. At the feedback session, an insurance receipt is provided for your convenience in submitting your insurance claims. Collection of insurance benefits or any other arrangements regarding third party payment is your responsibility.

9. Any additional testing, attendance at school meetings, observations in schools, preparation of additional documents beyond the scope of the evaluation report (e.g., letters to GRE, SAT, LSAT boards), and attendance at legal proceedings will be billed based on an hourly fee. These fees for additional services will be discussed with clients as the need arises.
10. Note that in cases where there is separation or divorce of the parents, both parents have the right to information about the child and the non-referring parent can request a copy of the evaluation although the financial obligation is assumed by one parent.
11. Many clients utilize cell phones and email to facilitate communication. Additionally, the psychologist may provide cell phone contact information to clients and may use cell phone to return calls. It is very important to be aware that email and cell phone communication (including text messages) can potentially be accessed by unauthorized people and, hence, has the potential to compromise the privacy and confidentiality of such communication. Although the office and our associates maintain firewall and antiviral software, the email addresses are not encrypted. If you choose to communicate with a psychologist or member of the staff via email or cell phone, please consider the boundaries around the privacy that can be expected. In some cases, communication through cell phone or email is not appropriate and, in those cases, phone contact through landlines or an office visit will be scheduled.

I have read and understand the policy statement of The Levin Center and agree to comply with these policies and procedures.

Signature of Client (age 18 or older)
Parent/Legal Guardian (under age 18)

Date