

# HUFFMAN PSYCHOLOGY, PLLC

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## Client Information for Assessments

Thank you for scheduling an appointment with Huffman Psychology. A neuropsychological assessment typically consists of three steps: 1) intake interview, 2) testing session/scoring and report writing, and 3) follow-up session.

- 1) **Intake Interview:** The purpose of this session is to meet with adults, older adolescent clients and their parents, or parents of a younger adolescent or child to collect background and history information (approximately 45 minutes). Please plan to arrive 5-10 minutes early for your appointment to complete paperwork. Please bring copies of report cards, previous evaluations (e.g., school evaluations), standardized test results, and relevant medical records (e.g., neurological evaluations) for review. If applicable, complete the enclosed interview form and ***bring the completed form with you to the appointment. It is imperative that you bring this form with you, as it is an important part of the intake process.***

Date: \_\_\_\_\_ Time: \_\_\_\_\_

- 2) **Testing Session:** This may be divided into two portions of one day with several breaks and a longer lunch break in the middle or spread out over two or more days if needed (approximately 4-6 hours). The format for the assessment is game-like and individuals typically enjoy the experience. When explaining the testing to a child, let them know “we are going to find out more about how you learn by playing different kinds of games (e.g., blocks or memory games).” If glasses or hearing aids are prescribed, please bring them to the assessment. If any medication is being taken, please discuss this situation with me during the intake. If the individual being tested is sick, or for some reason unusually fatigued on the day of the testing, please call to discuss the situation. We may need to reschedule the appointment. Please make sure that the individual being tested is well rested and gets a good breakfast in the morning.

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Following completion of the testing session, I will score the testing, review history information and records, and prepare a report that will include a description of performance on each test measure (approximately 2-3 hours). In addition, the report will include specific recommendations for remediation and accommodations within a learning or work environment.

- 3) **Follow-up Session:** We will meet to review the assessment results and go over my recommendations and develop a treatment plan (approximately 45 minutes). Following completion of the session, I will finalize the report and send it to you. Payment in full is expected prior to completion of the report.

*Full payment is due* at the time of each session unless alternative arrangements for payment or insurance have been made prior to the assessment. Payments can be made with cash, check, money order, or credit/debit/healthcare savings cards. You may make this payment in person or by using our online payment page. Online payments are accessed by visiting [www.hpsych.com](http://www.hpsych.com).

Please contact our billing office, HMS-Midwest, LLC, at 219-926-8320 or [info@practicemanagers.com](mailto:info@practicemanagers.com) or access the online verification of benefits form via our website [www.hpsych.com](http://www.hpsych.com) *prior to your appointment* for verification of insurance benefits. Forgotten appointments or those not cancelled with a **48-hour** notice are subject to a cancellation fee based on the nature of the appointment.

If you have any further questions, or if I can provide any other information, please do not hesitate to call.

--Huffman Psychology, PLLC

