



Evaluation Center for Learning

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Office Policies

Please read carefully to ensure an understanding

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

Neuropsychological Assessment:

A comprehensive evaluation includes: an initial intake session, record review, testing (usually 7-9 hours), scoring, integration of the material collected, interpretation, clinician staffing and integration, a parent feedback session, and a written report. 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, teachers, 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. When appropriate, Dr. Edidin conducts a child-centered feedback session for which there is no additional fee.

School Meetings and Evaluation of Records:

Dr. Edidin is able to participate in school meetings, as needed, once the assessment process is complete. She can also review records conducted by other clinicians to provide their impressions and additional recommendations, if appropriate. There is a separate charge for school meetings and review of records that are not part of an assessment conducted by Dr. Edidin.

Phone Calls:

Dr. Edidin is available to answer questions and consult during and after the assessment process. She appreciates that many families find it more convenient to speak by phone than to schedule an in-office appointment due to busy schedules. Extended (i.e., over 15 minutes) and frequent (i.e., out of the ordinary) phone consultations will be charged in 15-minute increments.

Payment:

As described above, Dr. Edidin spends many hours trying to understand your child's strengths and weaknesses, as well as how to support your child best. So that she is able to continue helping other children, adolescents, and young adults, she relies on families to pay their bills in a timely fashion. You are financially responsible for the cost of services rendered.

Dr. Edidin charges an hourly rate and can provide her current fee schedule upon request. Payment for services is broken into two installments, with \$2000 due at the time of the initial interview and the remainder due at the time of the feedback session. Reports will be finalized once payment for all face-to-face services has been received, unless alternative arrangements have been made during the scheduling process.

Dr. Edidin is an out-of-network provider. The final invoice, which is provided once payment has been received in full, will include CPT codes and, if appropriate, diagnostic codes. It 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.

Additionally, Dr. Edidin does not take credit card payments; however, she does collect credit card information in the case of unpaid balances. Unless arrangements have been made with the ECFL clinicians to establish a payment schedule due to need, if your account is not paid within 60 days of the feedback session, your credit card will be charged for the remaining balance and any fees that are incurred to process the payment with a credit card. Should Dr. Edidin be unable to charge your credit card, she will inform you; however, she reserves the right to use legal means (e.g., hiring a collection agency or attorney) 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 schedules 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 24 hours notification, you will be charged 50% of the fee for that appointment (based on the hourly rate). Exceptions can be made for extenuating circumstances such as illness and emergencies.

Data

According to the Mental Health and Developmental Disabilities Confidentiality Act, Dr. Edidin is only able to release test materials, including raw test data, to another licensed psychologist. Should you wish for her to disclose raw test materials, 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 she 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) with office staff for clinical and administrative purposes (e.g., such as scheduling and billing). All of these

individuals must comply with the same rules of confidentiality and have agreed not to share PHI outside of ECFL without approval from one of the clinicians.

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 that consultation with an attorney to establish whether ECFL would be required to disclose information.

4. Legal: Should a patient file a complaint or lawsuit against ECFL, Dr. Edidin may release pertinent information required to defend ourselves.

6. Protection from Harm: Dr. Edidin is required by law to take action if she believes that she needs to protect someone from harm. Although this is a rare occurrence in Dr. Edidin's practice due to the nature of her work, in those cases, she may have to disclose information about the patient.

a. If Dr. Edidin believes that a child under 18 years-old is being abused or neglected, she is legally required to contact the Department of Children and Family Services (DCFS). DSCF may ask her for more information, which we must provide.

b. If Dr. Edidin believes that her patient poses an imminent threat to himself/herself/their self, or someone else, she may be legally required to take steps (e.g., contacting police or family member, or seeking hospitalization) to protect that individual. This may require that the ECFL disclose PHI. Should this occur, the clinicians will make an effort to discuss with you her concerns and plan of action.