



The Jones Center for Children's Therapy and Assessment

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Please review the step by step process outlined below for detailed information regarding JCCTA's testing process. Keep in mind, this outline is for informational purposes and date ranges provided are projections, not guarantees. The testing process in its entirety typically takes three to five months.

1. **Clinical interview** (CI) – During the CI, you will provide the doctor with pertinent patient history, presenting concerns, and reasons for seeking an evaluation. The nature of the assessment, to include rule out diagnoses, will be discussed with you at that time, and you will be afforded the opportunity to provide feedback regarding what issues you wish to assess for. The doctor will then determine the medically necessary testing to be conducted.

2. **Acquisition of authorization for testing from your insurance company** (if applicable) –
 - A) If your insurance company requires prior authorization for testing, the doctor will submit a request for such. Authorization is typically obtained in seven to 14 business days, though it can take up to 30 days to acquire. A quote of benefits and/or prior authorization provided to our office by your insurance company *does not* guarantee payment or verify eligibility. Payment of benefits are subject to all terms, conditions, limitations, and exclusions to the member's insurance policy at the time service is rendered.
 - B) Your insurance company may or may not approve a portion or all of the time required to administer the testing measures, analyze results, and report the findings as requested, *even if your insurance company indicates testing is a covered benefit*. Should a portion or all of the testing time requested, which has been determined by the doctor to be *medically necessary*, be identified by your insurance company as not medically necessary, non-certified, unapproved, and/or denied for any reason, you may then be responsible for the remaining cost. These circumstances often arise due to the extremely comprehensive evaluations and exceptionally detailed reports of the findings JCCTA completes, standards of care we hold in very high regard and that frequently exceed those practiced by other clinicians.
 - C) Testing considered educational in nature is excluded from coverage by most all insurance policies. Therefore, the costs for this type of evaluation will be due to you directly.
 - D) Your written acknowledgement of any excluded costs, and agreement to pay, is required prior to moving forward with the assessment.

3. **Notification of financial responsibility** – After the doctor determines the medically necessary testing to be conducted, and prior authorization to test has been obtained by your insurance company, if applicable, our office will contact you and provide notification of any financial responsibility you may have. All financial obligations must be met on or prior to the day/first day of the evaluation. Should financial responsibilities not be fulfilled, testing may be cancelled.

4. **Scheduling of testing session(s)** – Upon your acknowledgment of, and agreement to, financial responsibility, our office will schedule with you the testing session(s), which is typically four to eight weeks from the date of the CI. Depending upon the scope of testing, the evaluation may last from two to upwards of 14 hours of direct contact time, occurring over the course of one to three sessions. Direct contact time *does not* include scoring of the test data, analyzation of results, and report of the findings, activities which are encompassed in the cost of the assessment. *Should you need to cancel testing and fail to do so with 48 hours advance notice, or if you fail to arrive for testing, you will be due a fee of \$250.00.*
5. **Receipt of observer report form(s)** (if applicable) – If the individual being tested is a child or adolescent, our office will provide to you a form or forms to be completed by a caregiver and/or teacher. These are typically mailed to you at the time of scheduling, or you have the option to pick them up at our office. Please complete these forms in their entirety and return them prior to and/or on the day of testing. Failure to return forms in a timely manner, or submission of incomplete forms, will result in delayed reporting of results and scheduling of the feedback session.
6. **Day(s) of testing** – Arrive for testing at least 15 minutes prior to your scheduled start time and bring the completed observer report forms, if applicable. If testing is planned for an entire day, a lunch break will be scheduled. Please feel free to bring healthy snacks and water. If the individual being tested is currently on medication, consult with JCCTA staff regarding whether or not he/she is to take that medication prior to the testing session and/or during the course of the evaluation. The individual completing testing should refrain from consuming caffeinated beverages, excessive sugar, and products with high dye levels.
7. **Results** – All testing data will be scored, reviewed, analyzed, and interpreted, and a highly comprehensive report summarizing and explaining the findings will then be generated. Following completion of these activities, contact will be made to schedule the feedback session, which is generally five to seven weeks after the final date of testing.
8. **Feedback session** – The supervising psychologist and/or testing clinician will meet with you to thoroughly review the results of the assessment and answer any questions you may have, to the best of our ability. You will be provided an unofficial copy of the testing report at this time, *unless the patient account with JCCTA has an outstanding balance.*
9. **Official testing report copy** – Following the feedback session, any necessary corrections and/or revisions to the testing report will be made and JCCTA will provide you an official copy. We will also release a copy to any doctor or other medical or mental health professional for whom you sign a release. JCCTA does not typically release reports directly to school personnel.

If you have questions regarding this process, please contact us.