

## What to Expect for Your Assessment

### Before the First Session

After you have scheduled an appointment, your clinician may ask you to complete some forms to bring with you for your first session. Please thoroughly read the instructions and content on the forms, and make sure to sign and date all of the paperwork. If you have any questions regarding the forms, please do not hesitate to contact us. Please prepare to bring your proof of income to the first session to confirm the fee.

### Preparing for Your Testing Sessions

In order to get an accurate evaluation of your abilities, we ask that you get ample sleep the night before your session. If you wear glasses or take medication, please be sure to bring them to the testing session. We also recommend that you bring a snack to the session. Please also bring your proof of income to confirm the fee.

### The Testing Sessions

Testing usually spans two to three scheduled sessions. During the first session, you will meet with your clinician who will briefly review the forms that you have completed and answer any questions you may have. The clinician also will explain your rights and responsibilities as a client, Meltzer Center policies, and limits of confidentiality. You may be asked to complete additional paperwork at this time. The clinician will conduct a diagnostic clinical interview, which will consist of your present complaint and your background (e.g., current health, employment, and social status; medical history; psychiatric history; work history; family background). For supervision purposes, all sessions will be videotaped with your written consent. Testing will begin when all the paperwork and the clinical interview are finished. If testing is not completed during the first session, additional sessions will be scheduled to finish testing.

You will be asked to complete a variety of tasks during the evaluation. Some tasks will be on the computer, but most tasks will be administered by your clinician. Some tasks will be timed. Some questions will be easy, and some questions will be hard. Please provide your best effort on all tasks, regardless of the level of difficulty. Please ask questions if you do not understand the instructions.

### The Assessment Report and Feedback

Once the evaluation is complete, your clinician will provide a report of the evaluation. Please allow four to six weeks for the final report to be prepared. Once the final report is ready, your clinician will schedule a feedback session to discuss the results of the assessment. The feedback session usually takes one to two hours. During the feedback session, you will receive the results of the testing, as well as any relevant diagnoses and recommendations or referrals.

### Cancellation and Payment Policies

If you cannot attend a testing session, we require a cancellation notice 48 hours before your scheduled session. Please contact your clinician at 202-994-0036 or email us at [meltzercenter@gwu.edu](mailto:meltzercenter@gwu.edu). If we do not hear from you within 48 hours, then you will be billed \$100 for the missed session. Please arrive on time. If you show up late for a session, your clinician will not be able to extend the session to make up for the lost time.

You may be quoted an estimate of your fee when you first call us, but fees are only confirmed after you present your proof of income at the first meeting. You are required to pay half of the agreed upon fee at the first testing session, and the balance at the feedback session. Reports will not be released until the balance is paid in full. We accept cash or checks made out to the Meltzer Psychological Services Center. We do not accept credit cards. If you experience financial difficulties and have trouble paying your balance, please notify your clinician as soon as possible so that we can discuss a payment plan.