What to Expect for Your Assessment

Before the First Session

Once it is determined that you will be assigned a clinician, they will reach out with a welcome email introducing themselves. In that email, you will be directed to our online system to complete forms and to our online payment system, as we ask that you complete the forms and make a payment before the first session. You will also confirm your meeting time. Please prepare to bring your proof of income with a tax return or W-2 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.

The Testing Sessions

Testing usually spans two to three scheduled sessions, but can be more. 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, etc.). For supervision purposes, all sessions will be recorded with your written consent. Testing will begin when all the paperwork and the clinical interview are finished and will likely span two or three additional sessions.

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. Ask questions if you do not understand the instructions. You will also likely need to complete measures emailed directly to you and an informant. Timely completion of these forms will ensure that the report is completed as expeditiously as possible.

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 Polices

If you cannot attend a testing session, we require a cancellation notice 48 hours before your scheduled session. Please email us at 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. Unless you have been approved for a payment plan, you are required to pay the agreed upon fee in full at the first testing session. Reports will not be released until the balance is paid in full. 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.