

**Bowden & Associates**  
**Psychological and Counseling Services LLC**  
365 Riffel Road, Suite B  
Wooster, Ohio 44691

*Statement of Policies, Confidentiality and Fees*  
*Concerning Psychological or Forensic Evaluations*

Please take a few moments to read over the *Statement of Policy*. This information will prove to be of value in understanding the profession of psychology and your psychological or forensic evaluation.

Psychology is the study of the mind and how we act and feel. This includes a number of different aspects of one's life: the emotional, the physical, the social, the intellectual, and the spiritual parts of you. All of these are of equal importance in your well-being and will be explored in an effort to assist you. Psychological evaluations involve the use of standardized tests to assess these different areas of functioning. These evaluations are often requested to gather information about a person's current emotional well-being, personality make-up, academic/intellectual functioning, parenting skills, employment potential, vocational interests, or risk of harm to self or others. Some or all of these may apply to your specific situation.

A **psychological evaluation** typically involves an individual having an interview with the psychologist, then proceeding to include taking any number of psychological tests. The process can take several hours to several days of separate appointments and may include significant others as well as a review of past records and relevant documents.

**Psychological tests** are used to provide an additional way of gathering objective information about a person for the purpose of making decisions and sorting out questions about a particular individual.

**CONFIDENTIALITY**

All information shared with a psychologist and recommendations provided are confidential in nature. This means that none of this information may be shared with any other person and the psychologist may not be compelled to testify to it **except** under very specific circumstances. These exceptions are:

- (1) When the psychologist is aware or suspects ongoing or past child abuse (physical or sexual) or neglect a report must be made to the Children's Services Board or police informing them of the suspicion or reasons for such suspicion.
- (2) At the request of the patient or patient's legal guardian, we may furnish reports or talk to others connected with the case.

- (3) In order to protect an individual from harming themselves or others we will notify any authority necessary, the individual's family, professional workers involved in hospitalization or transport, and/or the potential victim.
- (4) Any suspicion of abuse (physical, sexual) or neglect to an individual over the age of 65 or adults who are disabled (physically or intellectually) must be reported to Adult Protective Care or the police.
- (5) Physical abuse between adults must be documented and in some cases, reported.
- (6) Information regarding patients will be exchanged with physicians only with the patient's written permission.
- (7) When a minor child is seen for a psychological/forensic evaluation, if parents are divorced, the noncustodial parent, in some cases, may legally have access to the child's psychotherapy records.
- (8) When psychological evaluations are ordered by the court or requested or paid for by a third party (other than an insurance company).

**If you are court ordered for an evaluation or if a third party is requesting and paying for the evaluation, the completed report and files are viewed as being owned by that agency or court.** You will be asked to read and sign a statement of consent concerning this if it applies to your situation. Thus, with a psychological/forensic evaluation, Federal Rules of Confidentiality (HIPPA) may not apply.

A psychological evaluation is *not* psychological treatment. If counseling or psychotherapy services are desired, we will be pleased to provide a referral.

### **FEES and FINANCIAL RESPONSIBILITY**

**The fee for a psychological evaluation is \$750.00 per person assessed.** This fee applies to both adults and children. The entire fee is due at the beginning of the initial appointment.

If you are referred to Bowden & Associates by an agency or court that has agreed to pay the fee for the evaluation, you are not required to have payment at the time of the assessment. That agency/court will be billed directly for this service.

**Forensic and psychological evaluations are not a medically necessary service. Thus, we can not bill your insurance for this service.**

If we are needed for court testimony or depositions, you will be billed \$175.00 per hour from the time we leave the office to the time we return to the office.

Bowden & Associates reserves the right to collect any unpaid balance. If a client is not making regular, reasonable monthly payments on the account balance, a collection agency may be used, which may include legal action (as authorized by state/federal law) to secure payment, and the collection action will become a part of your credit record. Clients will be notified in writing before legal action is taken.

### **MISSED APPOINTMENTS/LATE CANCELLATIONS**

Unless cancelled at least 24 hours in advance, our policy is to charge for missed appointments/late cancellations. The charge will be \$50.00.

If you need to reschedule your appointment, please call as soon as possible so we may allow another patient to take your scheduled time.

Thank you for choosing Bowden & Associates as your assessment provider. We look forward to working with you.

Marianne Bowden, Ph.D.  
Psychologist