

## ADHD ASSESSMENT

Psychological assessment for ADHD provides a comprehensive assessment of the child's behavioural and cognitive functioning, in relation to the DSM-5 diagnostic criteria. Better understanding of a child's functioning in the context of environmental and familial factors is important; both in order to explore differential diagnoses and/or comorbidities, and to understand specific areas of cognitive strength and weakness.

While psychological assessment can provide a diagnosis of ADHD (or exclusion of this as the case may be) it should be considered as a provisional diagnosis subject to medical evaluation. Review by a Developmental Paediatrician or Psychiatrist/Neurologist (for example) is important to screen for and rule out any potential underlying medical causes or comorbidities, for example.

Further, **psychologists are unable to prescribe or monitor medication for ADHD** symptom management if families choose this option as part of the child's treatment plan. The Psychologist's report of assessment findings can be used to inform & support medical diagnosis and intervention planning, or to assist with access to school/classroom accommodations.

**There are no Paediatricians or Psychiatrists at this practice.**

### Referral & Acceptance

Referrals are accepted from medical or allied health professionals.

Self-referrals are also welcomed and will be assessed for suitability prior to acceptance, as per the referral process below.

Under the APS Code of Ethics, the psychologist will assess each referral received to determine if this would be considered as a valid and appropriate reason for assessment. The psychologist determines this by considering whether the assessment will be suitable and beneficial for the child and is ethical under APS guidelines. The final decision regarding suitability rests with the psychologist. If it is determined that the assessment, psychologist, or referral reason is not suitable, this will be conveyed to the parent/s and/or contracting party and the psychologist reserves the right not to engage with the client in this service.

### Assessment Process

Following completion of some documentation, a comprehensive parent only interview session will be conducted to obtain detailed and comprehensive information about your concerns for your child and to better understand how this is impacting upon functioning etc. Your child will then attend an assessment session with the psychologist (on a separate date). This usually involves administration of The Wechsler Intelligence Scale for Children–Fifth Edition (WISC-V); which is the latest version of a highly trusted and evidence-based measure of intelligence. While not required for diagnosis of ADHD, the WISC-V offers valuable information about the child's cognitive profile and intellectual functioning which can help to better understand their overall presentation and inform more targeted interventions/accommodations etc. During the assessment, children will be asked to engage in a number of brief tasks including using blocks, looking at pictures and some verbal questions etc. There will be opportunity for short breaks between subtests. It is best to allow approximately 2 hours for the assessment, however time required can

vary between 1-2 hours (noting that you are only being charged for the first hour in the package cost, with additional time **up to 2 hours** at no cost).

In some cases the WISC-V will not be administered, and the assessor will utilise other measures exploring executive functioning abilities and attention, for example. This will be at the discretion of the Psychologist based on the individual's presentation and which measure will be best suited. **IT IS IMPORTANT TO INFORM THE PSYCHOLOGIST (prior to booking) IF YOUR CHILD HAS HAD ANY FORM OF IQ ASSESSMENT IN THE PAST.**

Although not common, assessment may need to be completed over two sessions due to various circumstances. Additionally, there are times where children are not able to complete assessment. Assessment behaviour forms part of the process and is used in interpretation of the results. As such, in cases where full assessment is unable to be completed, this will still be a chargeable service (no refund/discount). A report will still be provided with any obtainable results and assessment behaviour reported.

Additional assessment tools will also be administered, as indicated based on the referral question.

Parents and teachers/daycare providers will also be sent a number of online questionnaires to complete. It is requested that these are completed and returned at earliest convenience to reduce any delays on reporting.

Following the appointment, results from all assessments are carefully scored, interpreted, and reported.

Parents receive a comprehensive report via email (approx. 4 weeks required), including specific recommendations tailored to the child's specific areas of strength and weakness.

There is also an option for parents to engage in a brief feedback session (30 mins) to discuss any queries or talk through the report (please note that this is at an additional cost, not included in packaged fee)

### **Engagement of Services**

Upon agreement between parent/caregivers and the psychologist, suitable dates and times for each stage of the assessment process will be arranged. Included in the packaged cost for cognitive assessment services is:

- A parent interview appointment (up to 1 hour)
- Child assessment session, generally including administration of the WISC-V &/or any additional subtests as required, as well as informal observation and interview. Please note that the time charged is for a 50-60 minute session, but please allow up to 2 hours for this to be completed (ie. depending on the tests required and the child's needs etc, child assessment session times can run anywhere between a typical therapy session time of 50 minutes, up to 2 hours; however the fee will be the same regardless, unless the session extends beyond 2 hours where additional charges may apply).
- Psychologist review of supplementary data including school reports, medical/allied health professional reports, liaison with teachers/daycare/other health professionals, as required.
- Preparation, administration, scoring and interpretation of formalised assessment measures, such as Conners-4, Brown EF/A Scales and WISC-V, for example.

- Preparation of a comprehensive assessment report, including recommendations (allow 4 weeks).
- Emailed feedback and PDF of report. If more comprehensive feedback is requested, a face to face or phone/ZOOM feedback session can be arranged at a discounted rate of \$90 per 30-minute session.

**Total package cost (inclusive of the above) is \$1,100.00 (current as at 01 September, 2025).**

An invoice for the full assessment cost is issued following the first session. Payment can be made in full upfront or in instalments at the discretion of the client, provided that balance is finalised prior to report being released/feedback session.

\*Please note that findings and report **will not** be disclosed or released until payment of assessment has been received **IN FULL**. The report will be provided to the parent/legal guardian. A copy of report and/or letter of result may be provided to the referrer as a matter of professional courtesy. Copies of the report will only be shared with outside parties with consent of the parent/legal guardian.

Payments for completed parts of the assessment process are non-refundable in the event that the client (or our service) chooses to disengage or terminate the assessment process for *any* reason, including child behaviour or legal/ethical reasons. Early termination of service will result in the client being liable for all chargeable time and costs involved at the point of termination.

Payment via direct deposit is preferred, or there are credit card payment facilities available. **Payments via credit cards will incur a 2.2% surcharge payable by client.**

Direct deposits can be made to:

Child & Adolescent Psychological Assessment Services – Nicola Albrecht  
BSB: 062-692  
ACCOUNT: 46905127  
Reference: ADHD first name & surname of child (eg: ADHD Andy Smith)

No cheques accepted, sorry.

Cash is accepted.

Invoices/payment receipts will be automatically sent to email address held on file.

If the assessment cannot be completed within the allocated assessment appointment time of 2 hours due to child's test behaviour or specific accommodations/requirements, then it is likely that the child will need to attend an additional session on a subsequent day, at the standard hourly rate of \$245.00 per hour (minimum 1 hour charge).

In the event of incomplete assessment results the clinician will still report upon all aspects of agreed assessment, utilising any partial results and including observational data. A report containing obtained information will still be provided. Although not ideal, interpretations and recommendations can still be drawn from partial scores and the clinician will ensure that the report is as comprehensive as possible based upon available data.

The need for additional assessment is usually identified at the time of referral (based on referral question) so this would be discussed and arranged prior to engagement with the service. However, on occasion,

cognitive assessment may indicate areas where further assessment may be required. Time taken to conduct additional assessment or gather further data outside of the above will be charged at an hourly rate of \$245.00 but will only be carried out in consultation with parent/caregiver. Any additional time required for assessment purposes is required to be paid on day of service.

Medicare does not provide rebates for psychology assessments; however, you may wish to check eligibility to claim psychology assessments with your individual private health insurance fund (Child session – item code 100/10, \$480).

#### **Cancellation**

Appointments are precious! Not only are there families who would like to the opportunity of earlier assessment dates, as a small business, late cancellations and no-shows impact us significantly. There is a lot of administrative and preparation work involved outside of clinic-based appointments.

As such, cancellation of any booked appointments or assessments must be done by providing a **minimum of 48 hours' notice**. In the case where insufficient notice (less than 48 hours) or a missed appointment occurs, a cancellation fee of **\$245.00** is payable to cover costs associated with preparation, administration, and room rental fees. This includes circumstances where appointments need to be cancelled due to medical reasons, however cancellation fee may be waived at the service's discretion if a medical certificate can be provided.

**It is extremely important that, if you or your child are unwell, you do not attend face to face appointments.** Instead, you are encouraged to contact us as soon as symptoms are noticed, to try and arrange a telehealth session (where appropriate) or discuss rescheduling (cancellation fees as above– please discuss this with Nicola).

Please note that cancellation or reschedule of appointments on more than two occasions may mean that your child is placed back on to the waitlist for service.

#### **Confidentiality and Reporting**

Our service upholds client confidentiality in line with the Australian Psychological Society charter.

As per the APS Code of Ethics A.5.2:

The psychologist will disclose confidential information obtained in the course of their provision of psychological services **only** under any one or more of the following circumstances:

- (a) with the consent of the relevant client or a person with legal authority to act on behalf of the client;
- (b) where there is a legal obligation to do so;
- (c) if there is an immediate and specified risk of harm to an identifiable person or persons that can be averted only by disclosing information; or
- (d) when consulting colleagues, or in the course of supervision or professional training, provided the psychologist:
  - (i) conceals the identity of clients and associated parties involved; or
  - (ii) obtains the client's consent, and gives prior notice to the recipients of the information that they are required to preserve the client's privacy, and obtains an undertaking from the recipients of the information that they will preserve the client's privacy.

All client records and information will be stored securely and in accordance with APS guidelines.

Following the assessment process and once payment is made in full, a written report is produced, including reporting of relevant history and background information (based on information obtained through interview, assessment, observation and collateral data). The final written report becomes the property of the client (and client's parent/legal guardian) and may be shared by the parent/legal guardian with other health professionals and or relevant services at their discretion.

#### RECORDING OF SESSIONS FOR CLINICAL NOTE TAKING

This service uses an audio-text app called NovoNote for the purposes of our commitment to improving clinical documentation and enhancing patient care, aiming to provide more accurate and detailed documentation, as well as enabling greater focus on interpersonal communication during sessions.

NovoNote is an Australian secure and encrypted platform, which converts the audio from consultations into tailored clinical notes. complies with the Australian Privacy Principles and is compliant with AHPRA and HIPAA standards. It adheres to industry encryption and security protocols. Importantly, the audio recordings from sessions are never saved; instead, they are transformed into a transcript of the session and then discarded. NovoNote stores data on a secure server in Australia and our data processors never train AI models using your data. More information can be accessed via: <https://novopsych.com/novonote-security/>

This format of note-taking is used at the discretion of the psychologist with consent of the client. By completing the consent form via link below, you (client) are acknowledging use of this app in this practice for the purpose of transcribing medical notes. No sessions will be recorded without your consent and your consent can be withdrawn at any time.

#### IMPORTANT

Please note, your psychologist **will not** provide any court reports or any medico-legal reports under any circumstances.

The psychologist reserves the right to restrict or terminate services if Growing Minds Clinical Psychology: become aware at any time that you are using our services to support any legal or court proceedings or applications; if your psychologist receives any legal subpoena or summons initiated by you and/or your legal representatives; or if you or your legal representatives attempt to involve your psychologist and/or the Practice in any court or legal proceedings/applications or in any formal notification or dispute process without our express written consent. The psychologist also reserves the right to terminate services if there are any concerns relating to personal safety, including threats or verbal abuse from clients or their families.

Our service values its clients and welcomes any queries or feedback (positive and negative). Please direct any such communication directly to Nicola via email at [nicola@growingminds.net.au](mailto:nicola@growingminds.net.au) or feel free to discuss this during your scheduled appointments.

Please take the time to carefully read through this information and refer to the FAQ's on the website, or contact us should you seek clarification. Should you wish to proceed with our services, please complete the consent form attached – this will be required by the psychologist prior to commencement of services. Please retain this information, terms & conditions document for your reference.

## In preparation for your child's assessment

### Before the parent interview session:

Please complete and return all required documents via email, **prior** to appointment. Please note that a consent form will need to be completed and returned before bookings are secured.

#### Part one: Parent session (allow approx. 1 hour)

It is useful to start gathering any relevant and recent correspondence, reports or other information that is relevant to the referral, to provide to the psychologist. This includes (but not limited to):

- School reports and any school documents that may be relevant to referral, such as IEP's or CAP's etc
- Copies of any previous cognitive assessment reports/results
- Copies of results/reports of any other assessments (including academic performance assessments etc)
- Letters/reports from any medical or allied health professionals involved in the child's care

The psychologist may also send through links to any supplementary online questionnaires etc at any point during the assessment process. It is helpful if these are completed as quickly as possible to ensure timely production of final report.

#### Part two: Child assessment session (allowing up to 2 hours if completing the WISC-V)

Please ensure that your child has had a healthy and substantial breakfast on the day of assessment. Please limit intake of sugary foods or drinks prior to assessment. If your child usually takes medication, please ensure that they have taken this as usual on the day of assessment and please advise the clinician of medication and dosage taken on arrival at the clinic.

Parents are strictly not allowed in the assessment room during testing. It is requested that parents wait in the waiting area or are within a 5 minute walking distance of the clinic at all times (please ensure you take your mobile phone with you if you leave the premises).

### To bring to the assessment:

- A water bottle
- Glasses or hearing aides that the child usually wears
- A non-sugary snack

Following the assessment appointment, a report will be prepared and emailed to parents as quickly as possible, provided no further information or assessment is required. Parents are invited to book a 30-minute ZOOM feedback session to discuss the results and recommendations, or may opt for email feedback option (included in packaged cost).

## CONSENT TO SERVICE

**\*\*Consent Form MUST be signed prior to commencement of services\*\***

Online consent documents are accessible by clicking on the link below, or  
scanning the QR Code

<https://www.surveymonkey.com/r/9WJDT8L>

