



TODD M. SIGLER, PSYD, LP, NCC

DOES DR. SIGLER CONDUCT PSYCHOLOGICAL EVALUATIONS TO DETERMINE ELIGIBILITY FOR A MEDICAL WAIVER FOR DISABILITY EXEMPTION (FORM N-648)?

YES. This evaluation is conducted in one 4-hour appointment. The Psychological Evaluation consists of two parts. A Diagnostic Interview and the administration of psychological tests to the patient and a family member or close friend.

A family member or friend may (preferred) act as interpreter. One of the tests is a series of questions that a family member, friend or other support person responds to a series of specific questions about the person's skills in three areas of life (Communication, Daily Living Skills, & Socialization). Often, the family member or friend who interprets also responds to these questions. If the interpreter does not know the person well or does not want to answer the questions, then another family member or friend should attend so they can answer the questions.

Before Dr. Sigler can offer you a specific date and time for the appointment Dr. Sigler will need to gather Intake information. You can send Dr. Sigler and email requesting a New Patient Referral Intake form or you can log onto our website at www.DiverseAssessments.org, scroll down to the Forms & Documents section and download the form titled, DR. SIGLER-WAIVER – New Patient Referral Worksheet.

Insurance does **NOT** cover the cost of the *N-648: Medical Certification for Disability Exception* Psychological Evaluation because it does not meet “medically necessity” criteria.

The cost of the Psychological Evaluation and completion of the USCIS form N-648 is \$900.00. Payment is due at the time of service. Payment methods accepted include cash, cashier's check, and credit card, and contactless platforms.

Importantly, individuals Dr. Sigler evaluates are UNABLE (*or have only very basic skills*) to read and write in their native language AND/OR they have sustained some form of a head injury or stroke which has affected their learning AND/OR the person has a diagnosis of or is suspected of having some form of memory loss disorder.

Dr. Sigler does **not** complete N-648 forms when “*the reason the person cannot learn English is because of depression, or anxiety, or nerve problems.*”

IS A WAIVER PSYCHOLOGICAL EVALUATION COVERED BY HEALTH INSURANCE?

1) No.

HOW DO I SCHEDULE AN APPOINTMENT?

To request a **WAIVER PSYCHOLOGICAL EVALUATION** appointment with DR. SIGLER, you have 4 options:

1) OPTION #1

- a) The entire Intake and appointment process can be conducted electronically once I have created a Patient Portal account in my electronic health record (EHR) called TherapyNotes™ for the intended patient.

- b) To request an appointment online I will need to register the intended patient in my EHR. To get started with requesting a Psychological Evaluation please email me the following information:
 - i) The intended patient's first and last name.
 - ii) The intended patient's date of birth.
 - iii) The email address for the intended patient OR the representative acting on behalf of the patient,
 - (1) An English-speaking family member or friend may complete paperwork and manage the Patient Portal account.
 - iv) A phone # to contact the patient or representative.
 - v) A brief description of why you believe the patient cannot meet the English and civics requirements for naturalization.
 - c) Once I create the PatientPortal account you will receive an EMAIL INVITATION from TherapyNotes™. Once you open the email and click on the link you can finish creating the account and begin completing the Intake forms.
 - i) Watch your JUNK folder since the EMAIL Invitation often gets diverted there.
- 2) **OPTION #2**
- a) In the FORMS AND DOCUMENTS section of the clinic's web page www.DiverseAssessments.org you will find the form titled "*DR. SIGLER-WAIVER-New Patient Referral Worksheet.*"
 - i) Download, fill out, and return the form to me and I will respond with any additional questions or an appointment offer if I have no questions.
- 3) **OPTION #3**
- a) Send me an email at todd@DiverseAssessments.org. In the email, briefly describe the type of assessment you are looking for and I will reply with the appropriate New Patient Referral Worksheet for you to fill out and return to me. I can also send you a survey link to the correct form. This method allows you to walk through the Intake questions on screen which are then all transmitted to me when you complete the questionnaire and hit the **Submit** button.
 - b) I will send you both options you can chose based on your preference.
- 4) **OPTION #4**
- a) You can call/text me at 612-688-1909.
 - i) Initially you will likely get my voicemail. Please leave some good times to reach you over the next few days. I will try to call you back during one of the times frames you leave.
 - (1) I will likely call or text you back with the time I will schedule to call you back so you can be prepared and plan the necessary time.
 - ii) The Intake phone call is typically 20-30 minutes.
 - iii) I will gather all the Intake information during the phone call so please have Green card #, contact information for the person who referred you, if any.

Once we have agreed on an appointment date, Dr. Sigler will email and mail you the NEW PATIENT WELCOME letter. This letter contains all the important information for you to be prepared for the appointment. The letter includes information like Date, Time, my address & contact information, What I need before, What to bring, What to expect, Cost, What happens after the appointment.

HOW LONG IS A PSYCHOLOGICAL EVALUATION?

Dr. Sigler conducts Waiver Psychological Evaluations in one appointment which is scheduled for 4 hours. The time includes the interview and testing.

DO I NEED TO PROVIDE DR. SIGLER WITH ANYTHING BEFORE THE APPOINTMENT?

If the patient has attended a meeting with USCIS for Naturalization already but did not “pass” I will need to see the forms issued to the patient by USCIS.

If the patient has had any previous mental health treatment or assessments/evaluation for cognitive or memory problems, please provide me with copies of these documents, preferably ***BEFORE*** the appointment.

DOES ANYONE NEED TO ATTEND THE PSYCHOLOGICAL EVALUATION WITH THE PATIENT?

Yes. An adult family member, friend, or other close person must attend to respond to a series of questions about the patient’s communication skills, daily living skills, and socialization skills. This person also often acts as the interpreter for the appointment.

If an adult family member, friend, or other close person cannot also interpret, then an interpreter will also need to be arranged by the patient. I do work with a local interpreter agency and can arrange for a professional interpreter to attend. The cost for the interpreter will fall to the patient. Typically, interpreting services are billed at \$100 an hour.

WHAT HAPPENS IN A PSYCHOLOGICAL EVALUATION?

There are 2 parts to a Psychological Evaluation: Diagnostic Interview and Psychological Testing. In the Diagnostic Interview Dr. Sigler will gather history information about things like pregnancy, birth, development, school, and mental health behaviors and symptoms from his past ***unless*** I have read about this in the documents provided. The patient will be administered an IQ test in most Psychological Evaluations. This is a test administered face-to-face, typically lasting around 1 hour. There may be other tests administered to the patient like executive functioning assessments, personality, expressive and receptive language, nonverbal/nonlanguage assessments, and others based on referral question. The testing is determined in part by the information from records and interview along with the referral questions.

WHAT ABOUT SECURITY AND PRIVACY WHEN COMMUNICATING VIA ELECTRONIC MEANS?

When I send an email that contains “protected health information” I will send it using an encryption service called ***Proofpoint***. The Sender is *Diverse Assessments & Treatment, LLC*. The first time you will need to create an account to access the encrypted email. This service meets HIPAA requirements *for the protection of your electronic health data*.

My Electronic Health Record (EHR) has a Patient Portal. I can send you an email invitation to establish a Patient Portal account. This allows you to view appointments, receive confidential information from me, provide me with records, and respond to background and history questions.

I am currently not offering online scheduling.

The only way to schedule a Waiver Psychological Evaluation is by submitting a completed New Patient Referral Worksheet ***or*** by speaking with Dr. Sigler on the phone to provide all of the intake information.