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Date \_\_\_\_\_

Dear \_\_\_\_\_,

Thank you for your interest in an evaluation. There are several important aspects to this assessment and information must be gathered from many sources including such things as medical and developmental history, school or work and home behavior, as well as direct observation and testing. All of this information is equally important in making an accurate diagnosis. For this reason I am enclosing a packet of forms which must be returned before the assessment can be completed.

The assessment process takes approximately 3-4 weeks if all information is promptly returned. If possible your parents are requested to fill out the history form and any pertinent behavior rating scales. Any reports from previous evaluations by psychologists, psychiatrists, neurologists or other professionals will prove useful. If there is information such as prior report cards, teacher comments or work evaluations please send me copies. Enclosed in your packet is a form for permission to release information from any one that can provide useful information. Please indicate any additional sources that would prove helpful.

The evaluation is individually tailored to each person's particular needs and the various tests will be selected accordingly. The actual testing will take approximately 4-8 hours depending on initial findings and the need for further information. Each session will last a maximum of 2 hours. Please indicate if you are taking medication for hyperactivity or attention or emotional problems this prior to the appointments.

Following the testing, the results will be compiled and a formal report will be written. In most instances a follow-up session will be held to summarize the findings. I will be available to assist in interpretation of the results to any other interested individuals you designate, and to make appropriate referrals as needed.

The cost of the evaluation will range from approximately \$2200-\$2500 depending on the nature of the problem and the need for further information. You will be given a quote prior to the start of the assessment. Payment is expected at the completion of the evaluation unless prior arrangements have been made. While the procedure may be covered by your insurance it is your responsibility to send in the claim.

I appreciate your cooperation in the evaluation process and if there are further questions, concerns or suggestions please call me.

Sincerely yours,

Dr. Mary Ann Evans