

SYLVAN PSYCHOLOGICAL, PLLC

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Informed Consent and Service Contract

Psychological Testing

Welcome to my practice! I am a doctoral limited license psychologist in the state of Michigan. I provide psychological services including individual psychotherapy, psychological testing and assessment, and career counseling and assessment. This document provides a comprehensive overview of my practice's policies. Please read over each section carefully and make sure to review any questions or concerns you may have with me during our first meeting. Signing this document indicates that you have been informed of and consent to my policies as a client at this practice.

PSYCHOLOGICAL TESTING

Psychological testing and assessment is a time and labor-intensive process. The testing services are appropriate for those seeking an official report documenting a psychological assessment, including but not limited to, testing accommodations, diagnosis required for medication, or personal use. I do not conduct psychological assessment for the purpose of forensic/court cases.

My testing process includes a testing intake session (90 mins), to review your presenting issues, relevant histories, and a clinical interview. At this time, the appropriateness for testing will be determined and a plan for testing will be suggested. Some materials may be sent home with the client to be filled out, while other tests will be needed to be administered by a psychologist, which may take several hours to complete and may occur over the course of 1-2 weeks, depending on the testing battery required. The client should also present any materials related to the diagnosis being sought, such as report cards, behavioral reports, educational accommodations, and previous testing reports. Upon completion of testing, I will prepare a comprehensive psychological report, which takes an additional 1-2 weeks to complete. The final session is a 50-minute debriefing session to review the results of the report. Please note that I require attendance at this debriefing session before releasing the psychological report.

I cannot guarantee that you will obtain a specific diagnosis. I also cannot guarantee a specific timeline, although I try to complete the testing process within a month. Due to the intensive nature of the testing process, I cannot complete testing on short notice. You have the right to discontinue services at any time. If this situation occurs, I can provide you with a list of referrals.

PROFESSIONAL FEES

My fee for the initial testing intake session is \$230, and payment is expected at the end of the session. The remainder of the testing services are charged as a flat fee (determined by the type of testing) and payment is expected prior to the administration of any tests. Once paid, I cannot offer refunds for

partially-completed testing. It is the client's responsibility to follow through with the completion of testing in a reasonably timely manner.

CONTACTING ME

I am often not available directly by phone, and you will be taken directly to my voicemail. I return calls as soon as possible. Calls lasting longer than 15 minutes become eligible to be billed. Although you may contact me via email and text, these are not considered secure forms of communication, and you may wish to limit this information to scheduling only. Therefore, it is not recommended that you divulge personal information using these forms of communication, or do so at your own risk.

You should not expect me to return communications outside of normal business days and hours. If you believe you are in crisis and are unable to get a hold of me, please call your primary care physician, the nearest emergency room, or the WCCMC Access/Crisis Department at 734-544-3050.

OUTSIDE CONTACT AND SOCIAL MEDIA POLICY

In order to preserve your confidentiality and minimize unethical dual relationships, I do not accept friend or contact requests on social media websites (e.g., Facebook, LinkedIn, etc.). Such outside relationships are not only potentially unethical and may compromise your privacy, but they may negatively impact our ability to work together.

CONFIDENTIALITY

In general, the privacy of all communications between a client and a psychologist is protected by law, and I can only release information about our work to others with your written permission. But there are a few rare but important exceptions where I would be required to reveal information about a client's treatment in order to protect others from harm or to comply with the law.

- If I believe that a child or vulnerable adult is being abused or has been abused, I must make a report to the appropriate state agency.
- If I believe that a client may follow through with a threat to commit suicide or serious bodily harm, I must take action to prevent that harm from occurring. These actions may involve arranging for hospitalization or contacting the police.
- If I believe that a client is threatening serious bodily harm to another person, I am required to take protective actions. These actions may include notifying the potential victim, contacting the police, and arranging for hospitalization.
- In most legal proceedings, you have the right to prevent me from providing any information about your treatment. In some legal proceedings, a judge may order my testimony if they determine that the issues demand it, and I must comply with that court order.

These situations are rare but may happen. If any of these situations occur, I will attempt to fully discuss it with you before taking any action.

Additionally, you should be aware that I attend weekly supervision to fulfill the requirements of my limited license. My supervisor's name is Amy Paggeot, Ph.D., Licensed Psychologist. The content of our supervision sessions are bound by the same rules of confidentiality.

