

COLUMBIA COUNSELING CENTER

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PRACTICE ADMINISTRATOR
REFRESH MENTAL HEALTH

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The Assessment Process

Some helpful reminders about the process of assessment:

The testing is anywhere between 2 and 6 hours total, depending on the nature of the referral question. Due to constraints placed by insurance, these hours must be completed all in one day, with breaks provided at the end of each hour. You are responsible for scheduling these appointments, unless I am required to obtain authorization first. In those cases, the office will notify you when authorization is received and schedule your testing at that time. Sometimes, forms will be sent home with you or your child. Those forms are needed prior to the feedback session so the results are able to be incorporated into the report. Due to the volume of testing referrals, I am unable to track when and if you return those forms. If they are not received, they will not be included in the report. Currently, the initial evaluation is conducted via telehealth, and a link for the appointment will be sent a few minutes prior to the scheduled appointment time.

The testing is conducted in person, with appropriate COVID-19 protocols in place. Your feedback session, where your results and questions are discussed, should be **scheduled at your testing session. You are responsible for scheduling the feedback session.** This session will be approximately 4-6 weeks after the final testing session, depending on my availability and will be conducted via telehealth. Reports will be available within an hour prior to the feedback session and not before that time. If you do not schedule your feedback session at your final testing appointment, the time required to wait will extend to beyond the 4-6 week typical turnaround time. Additionally, if you require a late afternoon time slot such as 4 pm, the wait time will be extended. Feedback sessions at this time will be conducted via phone. Thank you! I look forward to working with you and/or your children.

Respectfully,



Melanie Sholtis, Psy.D.
Licensed Psychologist
State of Maryland- #4912