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**Assessments Paid for by 3rd Party:
Guide for Parents & 3rd-Party Payors**

In cases where a 3rd party is paying for an assessment, the procedure at my office is different than when parents pay for their child's assessment. Third-party Payors (3PPs) are usually school districts requesting an Independent Educational Evaluation (IEE) on behalf of parents who requested my services (Please note that 3PPs **do not** include insurance companies, as I do not contract with, nor do I bill insurance companies).

Parents should be aware that, in my profession, the "client" is the person who pays for services. Therefore, for example, if parents request that the school district pay me up-front for their child's assessment, then the school district is, legally and ethically speaking, my client. Conversely, if parents pay for the assessment (even if they are later reimbursed by the school district), then the parents are my clients. You may rest assured that this does not affect diagnosis. The **best interests of the child** always remain uppermost for me professionally, whoever is "officially" my client. However, the involvement of a 3PP does add complexity to the process. Here are the steps:

1. Parents obtain agreement from 3PP and have 3PP contact me directly

Although legally parents do not have to have permission from their school district to obtain an IEE, if parents expect a school district to pay up-front for an IEE, then they will have to obtain their school district's agreement. Parents should have the school district contact me directly, as a contract will need to be drawn up between myself and the school district (The same applies to any other 3PP; **the 3PP must contact me directly**).

2. Exchange of information between 3PP and Dr. Moleski

I will require that the 3PP provide background information, usually in the form of previous testing or assessments, in order that I may provide them with an estimate for my services (Because I do not use a set protocol, but tailor my assessments to the individual child, the cost of assessment varies). The 3PP will obtain a release whereby the parents are giving written permission allowing the 3PP to provide this information to me.

3. Contract between 3PP and Dr. Moleski

After I receive the child's records, I will draw up my Contract for the 3PP. Once I receive the signed contract back from them, I then send a Consent for Evaluation/Contract form to the parents for their signature. This process can be expedited if I am provided with all parties' email addresses, as I can attach forms to emails. Alternately, I can fax the forms if provided with the fax numbers.

4. Scheduling assessment sessions

After I've received signed forms from all parties, I will contact the parents in order to schedule the assessment sessions. This process can also be expedited using email, as I can do this outside of business hours. For most evaluations, 2 or 3 assessment sessions are typically necessary. I usually schedule these sessions within a 2-week time period. I do this because most of the tests I use are quite time sensitive (they are scored according to age, down to the month). I will also schedule time within these sessions in order to speak with parents. During this time, we will talk about your concerns, and I will take a history. Please fill out my "Consultation Questionnaire" and mail, fax, or email it to me before your child's first appointment. This form can be downloaded from my website (On the bottom of the Home page is a box called "Quick Links for Clients." There is a link to "Forms." You will find the Consultation Questionnaire there).