



## FULL PSYCHO-EDUCATIONAL ASSESSMENT PROCESS

Please note: In the case of minors (under 18 years) **written permission from both legal parents / guardians** are required before an assessment can be conducted. Therefore, both parents need to sign this document (*\*Unless there is proof of a court order giving one parent the rights to sign*)

### PROFESSIONAL FEES

- The full assessment amounts to R6700 and can feel like an overwhelming amount to pay. The reason for this large amount is due to the expensive nature of the assessment tools used, the hours spent consulting with all the relevant role-players, the time it takes to calculate and score and interpret the results, as well as writing a report that usually takes another 3+ hours to complete.



### BREAKDOWN OF FEES:

1. Intake interview (R1000)
  2. Assessment (R4000)
  3. Feedback interview (R1000)
  4. Report (R700)
- The intake interview and feedback session take approximately an hour each and are billed at the hourly medical aid rate of R1000 per session. These can be billed by the codes Z71.9 and 86205 (per session) and this can be claimed to the medical aid directly by this practice should you have funds available. You can check funds available with your medical aid provider beforehand by quoting my practice number 0408751 and these codes.
  - However, in general medical aids do not cover psycho-educational assessments (i.e. the R4000 fee).
  - The parent therefore needs to pay R4000 for the actual assessment time on or before the day of assessment irrespective of medical aid.
  - Furthermore, PMB cover / codes cannot be used to claim for these assessments as it will be seen as fraudulent, unless the child's scholastic difficulties are a major contributing factor to their mental health.

- Payments can be done in cash, via **EFT or via our debit / credit card facilities** (Straight or budget option).
- My banking details are as follows:  
 Banking details: First National Bank Current Account  
 Account name: CM Duckitt Educational Psychologist  
 Account number: 630 228 60977  
 Branch Code: 250655
- A discount of 15% will be given should you have more than one child who needs an assessment.
- A quotation with relevant codes for the medical aid can be sent beforehand upon request.

## THE ASSESSMENT PROCESS

### The first (intake) session (+- 50-60 minutes) without the child (R1000)

- The first (intake) session with the psychologist will involve a discussion of the parents' / caregivers' needs, the child's / adolescent's developmental history and the way the assessment process will proceed after this. **Please book a "Parent consultation" at a suitable time via [www.christelleduckitt.com/book-online](http://www.christelleduckitt.com/book-online).** Usually the minor child does not join this first meeting due to sensitive information being shared.
- Parents / Caregivers will be **asked to complete an intake form** in case all relevant information is not covered during the intake session.
- The psychologist may need **copies of any relevant previous reports** (e.g. from other professionals, latest school report, etc.) that the parents can email or bring along to the first session.
- **It is strongly recommended that the school teacher is contacted** during this phase to gain additional information and to determine the child's needs at school. **A teacher questionnaire will be sent to the school with the parents' permission.**
- **Suitable dates for the assessment and feedback sessions will be discussed and diarised at the end of the first session.**



### Assessment (+- 3-4 hours) (R4000)

- After all the relevant history and information have been gathered, the psychologist will put together a test battery that is appropriate for the child's / adolescent's needs and age. This usually includes emotional, social, developmental / IQ, scholastic assessments etc.

- Assessments usually start at 08:30 or 09:00 in the morning and last between 2.5 and 3.5 hours.
- More time is usually needed to assess children with concentration difficulties or special educational needs, and the assessment could spread over two mornings. Please discuss and arrange this during the intake interview.
- Please ensure that you provide your child with a snack and cool drink as there will be breaks in between.
- The psychologist will phone / Whatsapp the parent(s) when the assessment is done.
- If your child is very anxious, one of the parents is allowed to sit in during the assessment provided they do not assist the child or interfere with the process.



### Feedback (+-60 minutes) (R1000)

- During the last session the psychologist reports her findings to the parents and makes relevant recommendations to support the child.
- The feedback with the parents can be arranged at the school to give the teachers guidance and feedback.
- Alternatively, a separate meeting with the school could also be arranged after the parent feedback meeting (for an additional R1000/hour consultation fee).



### Report (R700 – also due on day of assessment)

- A comprehensive report summarising these findings and recommendations is compiled and usually sent to the parents within 2 weeks after the feedback.
- The writing and compilation of the report's first draft has been contracted out to a psychometrist, Ms. Lauré Visagie (PMT 0100986), who is also registered with the Health Professions council of South Africa and therefore bound to all the ethical codes regarding confidentiality. She has also signed a POPIA declaration to safeguard all information sent to her. She receives all the background information and test scores and compiles it into the first draft of the report to save the psychologist time. The final recommendations and report is finished by the psychologist.

### ADDITIONAL SERVICE

📞 082 75 88 702

🌐 [www.christelleduckitt.com](http://www.christelleduckitt.com)

Practice number: 0408751

✉ [info@christelleduckitt.com](mailto:info@christelleduckitt.com)

Sign /Initial: \_\_\_\_\_

HPCSA number: PS 0112003

📍 Wellington, South Africa

- An observation or visit to the school can also be arranged beforehand (if needed) to gain more information or to aid in the diagnostic process, free of charge.

## PROFESSIONAL RECORDS

- The psychologist will keep treatment records of the assessment process. These documents are confidential and are stored in a locked cabinet.
- Before any information is disseminated, the psychologist will discuss this matter with the client(s), if possible, and do her best to handle any objections he/she may have with what she has prepared to discuss.

## CONFIDENTIALITY

In general, the privacy of all communications between client and psychologist is protected by law, and information can only be released with the parents' written permission.

There are a few exceptions:

1. During legal proceedings
2. In cases where physical or emotional abuse / neglect is suspected or reported
3. In cases where suicide / homicide is suspected or reported



## MEDICAL AIDS THAT DO NOT COVER EDUCATIONAL PSYCHOLOGISTS:

- **Polmed** does not provide any coverage.
- **Medihelp** does not provide any coverage.
- **Profmed** does not provide any coverage.
- **GEMS** only provides a total of R2900 per year.

## CLIENT / CHILD DETAILS

Surname: ..... First Names: .....

Identity Number / Date of birth: .....

Home Address: .....

.....

School / University: ..... Grade / Year: .....

Contact no:..... Email: .....

Language: Home ..... School .....

Contact number / email for teacher:

## PERSON RESPONSIBLE FOR ACCOUNT (IF NOT THE SAME AS ABOVE)

Surname: ..... First Names: .....

Relationship to client: ..... Email: .....

Identity Number: .....

Medical Aid: ..... Main member: .....

Medical Aid number: .....

Child's dependent code: .....

My signature below indicates that I have read the information in this document and agree to abide by its terms during our professional relationship. I consent to participate in an assessment process with the psychologist and abide by the payment method as indicated below.

Mother: \_\_\_\_\_ Father: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

### Please select your method of payment:

☐ Cash / EFT / Card on/before the day of the assessment for **the full amount of R6700**

☐ Cash / EFT / Card on/ before the day of assessment for **the amount of R4700**. Please **claim the intake and feedback consultations (R2000 in total)** from the medical aid directly, I have checked that there are enough funds available.

**Sign /Initial:** \_\_\_\_\_