



Rich Educational Consulting, LLC
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Welcome to the practice!! This document contains important information about our professional services, business policies, and privacy rights. Please read it carefully. We will be happy to answer any questions that you may have. When you sign the last page of this document, it will represent an agreement between us.

Professional Services:

Our director, Adina Rich, is a master's degreed clinician with advanced training in counseling, behavior management, conflict mediation and resolution, diagnostics, and psych-educational evaluation. She has served as a professional development trainer for school districts and a national educational consultant for a parenting company. We offer all types of assessment services, consultations, in- services and trainings and workshops. Our goal at Rich Educational Consulting is to help you help your child to succeed! Please feel free to consult our website(www.richeducationalconsulting.com) for brief biographies, information about our services, helpful links, and parent resources.

Business Services:

Payment is due at the time the services are rendered. Any intake or consultation fees assessed may be deducted from the total testing fee. Payment is due at the time of service, and all evaluation fees are to be paid in full on the first day of testing. Please see our "Schedule of Fees" for further information. We accept cash, checks, Master Card, American Express, and Visa. Any returned check will be subject to a returned check fee. We are able to work with you on a payment plan, however, a valid credit card must be on file and a payment plan agreement must be signed.

We are not participating providers in any health plan and do not submit insurance claims forms. However, once we have received full payment for services and/or evaluations, we will be happy to provide an itemized receipt for you to submit to insurance. For testing and consultation services, you should check with your insurance company or health care plan administrator before the first meeting to determine, which, if any, services are covered when provided through an "out-of-network" professional. If you are a parent seeking testing for your child, please be aware that you have the right to request testing at no charge through your child's local public school, although the school team may or may not support this recommendation. An evaluation conducted at either district or parent request and performed outside of the school district will be considered by school personnel, but automatic acceptance by school district personnel is not guaranteed.

Reports will not be released until services have been paid for in full. Advocacy services will not be scheduled without a valid deposit. Reservations for classes and workshops are subject to a deposit. All orders from 2 Pirates Specialty must be paid for in full prior to shipping. Listening systems require a 50% deposit prior to ordering. If your account has not been paid within 90 days of service, and arrangements have not been made for payment, legal measures will be taken. In most collections situations, only the client's name, contact information, nature of service provided, and the amount due will be released. All

accounts past due will be subject to late fees, 1.5% interest, and all costs of collections.

Confidentiality and Privacy Policies:

In general, law protects the privacy of all communication between a client and a clinician, and therefore, we must have your written permission to release information about the evaluation. There are a few exceptions. If we feel that a child is being abused, we are legally obligated to file a report with the state agency. We are also required to take protective action if we believe that a client is threatening serious bodily harm to him/herself or others. In some cases a judge can order us to release confidential information.

Please be assured that, with these few exceptions, all services provided are confidential. We will discuss evaluation findings and/or talk with other professionals or individuals only if you have completed an appropriate "Release of Information" form. With written correspondence, you have the right to rescind your consent at any time.

If you have any questions or concerns about the information contained in this form, please call us or discuss them at our next meeting. Your signature below indicates that you have read the information in the document and agree to abide by its terms during our professional relationship. Please bring this form with you to your intake appointment.

Signature (Adult Client/Parent 1) Date

Signature (Adult Client/Parent 2) Date

* Note: If you are currently separated, or there is a joint custody order in place, both parents must sign this form. Testing nor classes can be conducted without the expressed consent of both parents.