

*Chingyen Godwin, Ph.D., NCSP*  
Licensed Psychologist

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303-773-3010 (facsimile)

### **Psychological Testing Agreement Form**

Psychological Testing is a service provided by Chingyen Godwin, Ph.D., NCSP, for the purposes of diagnostic clarification, development of treatment planning, or measuring responses to treatment. It is often a very useful tool in the course of psychological intervention, personnel selection, and/or educational planning. However, psychological testing is time consuming, both for the client and for the clinician. Each psychological assessment tool must be properly administered, scored, interpreted, and then a comprehensive psychological report is written up. Currently, Dr. Godwin does accept insurance payments, in whole or in part, for conducting any psychological testing. Dr. Godwin will also assist the client in securing and receiving out-of-network reimbursement from the client's insurance company. **The client is entirely responsible for knowing the specific requirements and procedures of his or her insurance company and communicating those requirements and procedures to Dr. Godwin prior to the appointment date.**

Depending on the referral question, for which the psychological evaluation is being requested, Dr. Godwin will provide the client with the names of probable assessment tools, the CPT codes, the approximate times each test takes, and the charge for each test. Please understand that these psychological assessment tools might change during the course of the assessment. Dr. Godwin will explain the changes, if any, and the reasons for the changes as they occur.

On the day of testing, the client should be prepared by being well rested, well nourished and free from alcohol and other mind/mood altering chemicals. Please refrain from caffeine and nicotine on the day of the assessment. Please inform Dr. Godwin if you are taking any medications before testing begins. You are encouraged to ask for breaks during testing as needed. Typically every psychological evaluation starts with a clinical history and mental status exam. It takes approximately one month for Dr. Godwin to complete a written report (though informal test results are often available before that time). Often Dr. Godwin needs to gather data from other sources of information besides the client, and will ask for the client to sign a release of information so that she can gather this information. Each evaluation ends with an interpretive session, where the test results and written report are discussed. One half of the total charge is required at the time of the initial assessment and the other half is required at the interpretive session. Regardless of the results, payment in full is required by the interpretive session. If you schedule an appointment and fail to show up for that appointment, Dr. Godwin will charge a fee of \$40/hour that she set aside for the assessment. If you cancel less than 24 hours before the appointment, Dr. Godwin will charge a fee of \$30/hour that she set aside for the assessment. This form and the Client Information Sheet need to be completed and returned to Dr. Godwin prior to making an appointment. If you have any questions or concerns please feel free to discuss them with Dr. Godwin prior to making an appointment for psychological testing.

By signing below, you understand and agree to the policies for a psychological evaluation.

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Client Name (print) / Signature

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Date

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Parent/Guardian Name (print) / Signature if client is a minor

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Date