



ADHD/ADD/BEHAVIOR INITIAL EVALUATIONS

Dear Parent/Guardian(s):

In order for us to accurately assess your child for ADHD/ADD or other behavioral issues, please read the following instructions carefully and complete ALL forms below. If your child has a prior diagnosis of ADHD/ADD or another behavioral issue but is new to our practice, please also complete these Initial forms. Remember that the more forms that are completed, the more accurate the assessment will be.

For Initial Appointments:

Step One:

- All new patients will be required to have annual check-ups with our medical providers. If you are a new patient to our practice, and your child has had a check-up in the past year, please be sure to have a record release signed for us to obtain the records from the previous doctor.

Step Two:

- Complete the Medical History form
- Complete the Vanderbilt Initial Parent/Guardian Assessment Forms

Step Three:

- Give Vanderbilt Initial Teacher Assessment Forms to your child's teacher(s). Please make sure you put your child's name, class and time that they have with the teacher at the top of the form.
- If there is more than 1 teacher, please have at least 2 academic teachers fill out the form.
- There are a few ways to get the forms to and from the teachers:
 1. For elementary school, send the form in an envelope with your child. We recommend placing it in an envelope that can be returned via your child's daily folder or via mail. There is also an option for the teacher to fax the forms back to the office, as long as the student's name is on the form.
 2. Email the teacher directly and send the form as an attachment. The teacher has the option of sending back to you or again faxing to the office, as long as, your child's name is on the form. This is the most efficient way to have middle and high school teachers complete forms.



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3. Give the form with the teacher's and child's name on the form to the ESE director or guidance counselor of your child's school. The school's ESE director contact can be obtained from the school's website.

In all scenarios, we recommend that you send the teacher(s) a short message that notifies them about the questionnaire being sent and its purpose.

For example, "Dear (teacher's name), Please complete the attached form for my child (child's name) who is in your (class name). He is being evaluated for school issues and your input is especially important. Please be sure to return the form via fax, email or with my child. Thank you."

WE REQUIRE TEACHER(S) FORMS IN ORDER TO CONFIRM THE INITIAL DIAGNOSIS OF ADHD

Step Four:

- Schedule your child's evaluation with a provider. Please remember to bring all forms with you, if not sent to us prior, for your initial evaluation appointment. You may also upload forms through your child's portal.
- We need to review and score the forms during the initial appointment.

We understand your concern and commitment to helping your child and look forward to working with you.

Sincerely,

The Providers of Palm Beach Pediatrics

Please note if the paperwork/forms are not completed before your visit, your child may not be seen and cannot be fully assessed. Unless you call 24 hours in advance to cancel or reschedule, you will be charged a \$50 no-show fee.