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Policy and Procedure Regarding Diagnosis and Treatment of ADD/ADHD

Initial Evaluation

- Before meeting with the doctor for a formal evaluation we must receive all of the following forms for review:
 - School Evaluation – Parent Form
 - NICHQ Vanderbilt Assessment Scale: Parent Informant
 - School Evaluation – Educator Form
 - NICHQ Vanderbilt Assessment Scale: Teacher Informant

These forms can be found on our website or we can email or mail you copies.

- When forms are returned completed, they will go to the primary care doctor for review.
- Once the doctor has completed their review of the forms, they will alert the staff to schedule an evaluation with the patient.
- Evaluation times vary, please expect to set aside up to an hour for the appointment.

Standard of Care

The following is the standard of care recommendation for all patients with an ADD/ADHD diagnosis:

- If prescribed medication – an additional appoint with be scheduled within thirty (30) days to ensure effectiveness of medication and review any side effects.
- ADD/ADHD maintenance visits every 3-6 months for those on medications
- Yearly physical examinations
- Follow up NICHQ Vanderbilt Assessment may be requested to be completed 1 month after starting medications and/or as needed.
- Physicians may be unable to authorize medication refills for noncompliance of the above standards of care.
- Medication refill requests must be made at least 2-3 days in advance – please call the office to request refills that will need to be mailed or picked up in person in office.