



Empowered Therapy Inc.  
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# SOPs:

# Clinician Steps to refer clients for Psychological Testing

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## Summary:

These are processes to follow when a current client is seeking psychological testing with Dr. Newman. This process will cover what to do for UICLaw Students, Campus Care, BCBS, and United Healthcare. Please be sure to use these SOPs in conjunction with consultation with your supervisor, if applicable, and your on-site clinical director.

## Resources:

ttyler@empoweredtherapy.org

[UIC Folder](#)

[UIC Intake Autoresponse form](#)

## UICLaw Student:

1. Have your client send a response to this form:

[UIC Intake Autoresponse Form](#)

2. Student will respond + select “assessment”
3. Tiara will share insurance details with Client + Clinician

### General Practice Client (Campus Care, BCBS, UHC):

1. Clinician will email Tiara about their client
  - a. Include reason for testing
  - b. Include the possible diagnosis codes for which you are recommending assessment
2. Tiara will do a benefit check with insurance company
  - a. SOP: Benefit Check with insurance
3. Tiara will share insurance verification details with client and cc's client's current Empowered clinician and Mary Ross Newman, PsyD
4. Tiara will confirm with the client if they would like to move forward with testing and, if client elects to do so, Tiara will schedule the client for an intake with Dr. Newman.
  - a. All clinician questions about intake scheduling should be emailed to Tiara.