



mdpediatric
ASSOCIATES

ADHD Information and Instructions

This ADHD information packet will answer many of the questions you may have concerning your child's appointment. Please read everything carefully prior to your visit and write down any additional questions you may have and bring them to the appointment. Several questionnaires are needed which will help us to evaluate and understand your child in order to provide you with the best assessment and treatment possible. We utilize a document-capture portal, CHADIS (Child Health and Development Interactive System), for most documentation. The child's primary teacher(s) should complete a questionnaire within CHADIS, too. Once the paperwork is completed and any pertinent records from other sources are received and returned to the office, we will make an appointment with your child.

Initial ADHD Visit Preparation

For children between 5 and 15 years of age (if over age 15, please call us to discuss)

- Many insurance policies vary regarding coverage of behavioral health. Contact our billing department and we can help you try to understand your policy's coverage.
- Parents must provide MD Pediatrics with a current email address. Much of our ADHD program depends on secure communication within our patient portal, Follow My Health. MD Pediatrics can invite you to create a portal account for yourself and your child. Please leave a message on our portal voice mail if you do not have a Follow My Health portal account.
- From our CHADIS document portal, you will receive the Developmental History Questionnaire, and a Parent Vanderbilt assessment for, both for the parent to complete. The DHQ form will only need to be completed once. This will come to your email.
- After creating your CHADIS account, please make note of your login credentials. If it asks for an invitation code, use our phone number for your code with no spaces or dashes: 9724201475.
- The parent should invite a current teacher as a respondent within their child's CHADIS account. If no teacher email or contact phone is known, the parent can print out a form to hand to the teacher regarding the teacher's documents on chadis.com. For children in middle- or high-school, we prefer that two teachers give input on the school environment. No teacher input is required between June 1 and September 1, as school is not in session.
- If your child has had previous testing for ADHD or learning disabilities or any other developmental disorder, copies of the testing should be provided to MD Pediatrics. These may be records from a psychologist, psychiatrist, counselor, or school. The information is helpful in continuing appropriate treatment based on previous recommendations. A report card is also helpful for assessment; please provide a copy to us.

- All patients must complete yearly well care. If you are a new patient, we need a copy of your last well care. We require our ADHD patients to transfer all medical care to our office. We do not treat patients for ADHD only. If you are a new patient to MD Pediatric Associates you will need to arrive early for your appointment to complete any new patient paperwork.
- Once all required items are received, our scheduler will contact you to set an appropriate appointment time for the initial ADHD evaluation appointment.

Evaluation Visit

At the time of your ADHD appointment, please bring only the child who is to be seen (no siblings). These visits are extensive and can be difficult with other children in the room. If other children are present, the parent's attention may be diverted from the child being assessed. Additionally, the parent may miss crucial information. Consider bringing something for the patient to read, an iPod, or school work to complete while the parent is conferring with the health-care provider.

- The initial evaluation visit which will last approximately 90 minutes. During the first visit, our practitioner will discuss your detailed history and review the teacher and parent report forms with you. We will perform an extensive neurodevelopmental evaluation of your child's behavior using the Qb testing system (see <https://www.qbtech.com/qbtest>). At this first appointment, medication may be prescribed.
- New Vanderbilt documents will be sent to teacher/parent through the CHADIS system about two weeks after the first visit, to assess improvement. Our office will contact you by telephone at that time if medication was prescribed, to check on progress.
- We will use the CHADIS portal to schedule another set of Vanderbilt forms approximately one month after the first visit. When these are received, your child will be scheduled with one of the following physicians for the first in-office follow-up visit: Dr. Holt, Dr. Kincaid, Dr. Shumate, Dr. Venkatachalam, or Dr. Forbes. The doctor will review new Vanderbilt documents to evaluate symptom progress and update our initial findings and assessment. MD Pediatrics has a limited number of virtual visits for this appointment; please inquire with your provider for this opportunity.

Further Follow-up Evaluation Visits

Additional Follow-up Visits – The child and parents will be expected to attend follow-up visits as indicated by your provider, based on your child's needs.

- A routine medication re-check is scheduled every 3 or 6 months. If your child is having significant difficulties that require further evaluation, you may be asked to complete additional Vanderbilt assessments and schedule an earlier follow-up visit.
- Prior to each follow-up visit we require the following forms from the CHADIS website:
 - Vanderbilt Follow-up Scale – Parent Informant
 - Vanderbilt Follow-up Scale – Teacher Informant (elementary/middle school patients)

- Reports cards (high school patients)
- Virtual Visits - These convenient half-hour video-conferences are offered in limited situations, require a copay, and will be billed to your insurance. Vanderbilt completion on the CHADIS website is required. If your insurance does not cover virtual visits, you may be responsible for the cost of the visit.
- Telephone Consultations – It is not uncommon for situations to arise which require timely intervention from one of our providers. If consults are required, we ask that you call 972-420-1475 and leave a message with the staff, or use the Ask a Question function on our Follow My Health patient portal at www.mdpedi.com. Since these consults can be lengthy, we often return these calls at the end of the day. Occasionally, it may be after 9:00 PM before we can return the phone call. If this is a problem, please notify the nurse at the time you place the call. If behavior problems appear to be more extensive than what can be managed over the telephone, you will be asked to schedule a follow-up visit.
- Insurance Coverage – Insurance coverage for ADHD and behavioral health visits, virtual visits and telephone management fees differs by insurance policy. Please check with your insurance company to determine your benefits. We file insurance for those HMO/PPO plans for which we are providers. If your insurance policy does not cover ADHD visits then all charges will be due at the time service is rendered. If your child needs further testing, behavioral consulting, psychological services, or other evaluations such as those for speech and language, we will help you arrange to have these done. Please write any questions which may have arisen during the reading of this information and bring them to your child’s visit.
- Prescriptions – Most of the medications prescribed for ADHD are controlled substances and require either electronic prescribing of a controlled substance or a triplicate prescription to be written. The following state laws apply to filling paper triplicate prescriptions:
 - The prescription must be filled within 21 days of being written
- Because ADHD protocol is very firm, please note:
 - If you fail to fill the written prescription with 21 days, there is a \$30 re-write fee
 - The paper prescription must be picked up in person and cannot be mailed to the parent. Valid identification is required.
 - All refill requests for ADHD medication are submitted over our Follow My Health patient portal at www.mdpedi.com
 - Refills must be requested 72 hours in advance in order to provide us with adequate time to prepare the prescription.
 - To simplify medication dispensing, once medication dosage is determined, the provider may choose to write for 90 days of medication if your insurance coverage allows a 90-day prescription. If your insurance coverage only allows 30-day prescriptions, the provider may choose to write three prescriptions with the refill dates listed as current date, 30 days and 60 days in the future.
 - No-Show Fee- If an ADHD appointment is scheduled and not kept, a \$50 no-show fee will be charged to the responsible party. If you need to reschedule, please notify us 48 hours in advance.