

Developmental and Behavioral Intake Procedure

Pediatrics patients that would like to schedule a Developmental/Behavioral (DB) evaluation please review the following:

APPOINTMENTS

**Please note that there is a 48-hour (business day) cancellation policy. No-show appointments and appointment canceled in less than 48 hours will be charged a \$100.00 no show fee.*

1

The first step is to schedule an appointment with your CAP primary care provider (PCP) to discuss your concerns. Identify the appointment type as "behavior concerns" or "consult to discuss DB referral."

1

Most DB appointments consist of two office visits one week apart. The location is in our [Fall Church](#) office. (click link for directions)

2

If your PCP is in agreement that the DB referral is the appropriate recommendation, they will complete an electronic referral and submit to the DB nurse coordinator. (This referral is not to be confused with an insurance referral to see a specialist.)

2

The appointments include:

An initial one-hour appointment for a parent visit to discuss concerns and to review the intake packet information (see intake packet link)

A 90-minute assessment appointment for your child. (30-60 minutes of one-on-one testing and 30-60 minutes of parent discussion)

3

The PCP will give you, the parent, a handout with the contact information instructing you to contact the DB department in our Falls Church office. To start the appointment process, call your office, select option: #3.

3

A report is generated and sent to the primary care provider and a copy is mailed to the parents the following week. This occurs after both appointments are completed.

A message can be left for the DB Nurse.

Please allow 3 business days for a return call

4

There is an estimated 1 Year wait before your child will be seen by our Developmental Pediatrician. Children less than 3 years old will be prioritized

4

If an exception is requested by the provider, the nurse will discuss these options during the initial phone contact and will be scheduled appropriately.

In preparation for the DB appointment:

1. Review the [Intake Packet](#) when added to the wait list
2. When the nurse calls to make the future appointments, she will give instructions on completing the intake packet and whether to bring it to the appointment or to send in before the visit.
3. If your child has had testing through the public-school system and has an IFSP or IEP, please bring these documents as well as all assessments performed by the school.
4. Bring any relevant testing or consultations.
5. If you are new to CAP, please bring a copy of your Child's growth chart and immunization record.