University Counseling Services
320 Student Union
Stillwater, OK 74078-7051
405-744-5458

Overview of ADHD Documentation Standards for Students

Requesting Services from OSU Psychiatrist

We get many questions regarding students needing evaluation and treatment for Attention Deficit Hyperactivity Disorder (ADHD), in which medications may need to be prescribed. This document describes how University Counseling Services (UCS) staff can provide safe and appropriate care for a student with these needs.

A student can continue to receive a prescription from a doctor who has been treating him or her already and present the prescription at the OSU University Health Center pharmacy or any other pharmacy in the area.

If a student wishes to transfer his or her treatment to the OSU Psychiatrist, a copy of previous psychiatric treatment records that outline history of all medication use and psychological testing records that confirmed the diagnosis of ADHD need to be presented to UCS before treatment at OSU can begin.

This agency abides by the ADA Testing and Documentation Standards for Disability Service Providers in Higher Education. Documentation Guidelines are listed below. You may want to provide this form to your service provider to ensure they meet the documentation requirements so that you can receive treatment by the OSU Psychiatrist.

The UCS staff and/or Psychiatrist will determine if previous treatment records are sufficient or if updated evaluation records are warranted. Any significant event that would affect diagnosis or function since the last evaluation will necessitate updated testing. If it is determined that additional documentation is needed, the student can seek testing services from any qualified professional/agency of their choice.

All students are required to follow UCS admissions protocol, which includes an initial interview and receipt of appropriate documentation and a psychiatric evaluation. Without appropriate evaluation and treatment documentation, UCS does not consider it appropriate to either institute or continue pharmacotherapy.

Guidelines for Documentation of Attention Deficit Disorder

1) Testing must be comprehensive. More than one assessment device should be administered for the purpose of diagnosis. The psychological report shall include, but is not limited to,

- Psychological clinical interview
- ADHD Assessment (i.e., Conners’ Adult ADHD Rating Scales-Long version, Brown ADD Scales, WAIS-R)
- Mood, Anxiety, and OCD Disorder Assessments (i.e., Beck Depression Inventory, Beck Anxiety Inventory, Yale-Brown OCD Scale, Bipolar Disorder Assessment)

2) Documentation must include a clear diagnostic statement. Evidence of a substantial limitation to learning or other major life activity must be provided. Individual "learning styles," "learning differences," "academic problems," and "test difficulty or anxiety," in and of themselves, do not constitute a disability. Provision of reasonable accommodations and services is based on assessment of the functional impact of the disability on academic performance at a given time in a student's life. Therefore, treatment recommendations will be made regarding information relevant to the student's current learning environment and life circumstances.

3) Professionals conducting assessment and rendering diagnoses of specific attention deficit disorders must be qualified to do so. Experience in working with an adult population is essential. Diagnostic reports must include the names, titles, and professional credentials of the evaluator(s) as well as the date(s) of testing. All reports should be on letterhead, typed, dated, and signed.

Feel free to contact University Counseling Services office at 405-744-5472 if you have questions. We value the provision of high quality mental health services that meet current standards of care and look forward to serving you.

If you have questions about accommodations for learning disabilities or ADHD you may also contact Student Disability Services, 315 Student Union, 405-744-7116

I certify that I understand the contents of this document.

__________________________________________  ______________________________
Client                                   Date

__________________________________________  ______________________________
Witness                                  Date