October 2, 2017
RE: Policy on Scheduling an Appointment for ADD/ADHD Care

Patients seeking medication for the treatment of ADD/ADHD must provide documentation of:

- Neuropsychological testing or evaluation leading to the diagnosis of ADHD (testing or evaluation during childhood is acceptable)
- OR-
- Recent treatment by a psychiatrist for ADHD
- AND-
- Clinic notes from your current medical provider that discuss your ADHD treatment plan, including medications you are currently prescribed

Per Student Health Center policy, an appointment cannot be made to obtain medication for ADD/ADHD until the documentation has been reviewed and approved by a SHC medical provider.

To obtain documentation of testing or treatment for ADD/ADHD:

1. Request a copy of your medical records be faxed to the SHC at 608-785-8746. Alternatively, documentation of testing or treatment for ADHD may be sent to the SHC by mail (address below) or delivered by hand to the SHC
   a. Records must include documentation described above
   b. You are responsible to follow up with YOUR medical provider to make sure records are sent to the SHC
   c. If you need to complete an “Authorization to Release Records” stop by the SHC and our staff in the medical records can assist with completing the authorization. You must bring the following with you:
      1. Name(s) of your medical provider (pertaining to ADHD)
      2. Clinic Name
      3. Clinic address, city, state, zip code
      4. Clinic phone number
      5. Clinic fax number
2. Wait for SHC staff to call you to schedule an appointment

Students who have not had a formal evaluation and diagnosis of ADHD may arrange for an assessment at their home clinic or at the UW-L Counseling and Testing Center. An evaluation with a diagnosis of ADHD must be completed before making a consultation appointment with a Student Health Center (SHC) provider.

Contact Information:

Mailing Address: University of WI La Crosse
                Student Health Center
                1300 Badger Street Suite 1030
                La Crosse, WI 54601
                FAX: 608-785-8746