

November 15, 2019

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 Student Health Center medical provider.

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

1. Request a copy of your medical records be faxed to the Student Health Center at **608-785-8746**. Alternatively, documentation of testing or treatment for ADHD may be sent to the Student Health Center by mail (address below) or delivered by hand to the Student Health Center.
 - 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 Student Health Center.
 - c. If you need to complete an "Authorization to Release Records" stop by the Student Health Center 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 Student Health Center 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 UWL Counseling and Testing Center can assist with a referral. An evaluation with a diagnosis of ADHD **must** be completed before making a consultation appointment with a Student Health Center provider.

Contact Information:

Mailing Address:

University of Wisconsin La Crosse
Student Health Center
Suite 1030
1300 Badger Street
La Crosse, WI 54601