CHECKLIST: CONVERTING A PRIVATE PATIENT INTO A TRAINING CASE

1. Candidate meets with case supervisor to discuss suitability of a patient in the candidate's private practice for analysis. If candidate and case supervisor decide that the patient is suitable for analysis, the candidate must write up an evaluation of the case (an outline of the Evaluation Summary can be found in your manual or obtained from the Admissions Service). The candidate should also complete an Evaluation Face Sheet. These two items should be handed in to the Admissions Service together.

   ____ Evaluation Write-up
   ____ Evaluation Face Sheet*

2. The candidate should make sure that the supervisor submits a note as well, confirming agreement to begin analysis with this patient. The Admissions Service will not be able to review your evaluation until this is received. (Blank Supervisor Report forms can be found on the web site).

   ____ Evaluation Supervisor Note*

3. The Admissions Service will review these materials and consider whether to approve the patient for analysis and give approval to move ahead to the next step. If the Admissions Service approves the case, the following paperwork must be completed and turned into the Admissions Service prior to starting the analysis:

   ____ Beginning Analysis Face Sheet *
   ____ Initial Medication Face Sheet* (if patient already on medication or if they are being initiated.)
   ____ Signed Consent Form* - two pages,
   ______ Director of Admissions Private File Form*
   this should be completed attached to the signed consent form (see above)

Once these forms are received by the Admission Service, Dr. Margaret Hamilton will give you a date as of which the analysis can start. You may not start until these forms are received.

*all starred forms are found on our website