



Rosemarie Scolaro Moser, PhD, ABN, ABPP-RP, Director

American Board of Professional Neuropsychology

American Board of Professional Psychology-Rehabilitation

NJ Psychology Lic. # S102148

NJ Certified School Psychologist

Notice to Patients ----June 3, 2020

During this COVID-19 pandemic, we are very concerned about the welfare and health of our patients and staff. We are committed to making our office a very low risk environment, and although there are no guarantees regarding safety during the course of this pandemic, we will adhere to a set of standards for everyone's safety. Our staff is vigilant in sanitizing areas and surfaces of the office suite that are in common tactile contact, and prioritizes frequent hand washing and hand sanitizing.

To minimize exposure for all in the office, it is your responsibility to understand and abide by the following:

1. You will only keep your in-person appointment if you are symptom free.
2. You will take your (and your child's if applicable) temperature before coming to each appointment. If it is elevated (99.4 Fahrenheit or more), or if you have other symptoms of the coronavirus, you agree to cancel the appointment or proceed using telehealth if possible. If you wish to cancel for this reason, we will not charge you our normal cancellation fee.
3. You will wash your hands or use hand sanitizer upon entering the office waiting room.
4. You will try not to touch your face, eyes or mask with your hands. If you do, you will immediately wash or sanitize your hands.
5. You will adhere to the safe distancing precautions we have set up in the waiting room and testing/therapy room. For example, you won't move chairs or sit where we have signs asking you not to sit.
6. You will wear a mask in all areas of the office and our staff will too.
7. You will keep a distance of 6 feet and there will be no physical contact (e.g. no shaking hands) with staff. During testing, some tests may require closer contact and the doctor will advise you of safety precautions.
8. If you have more than one in-person visit, you will take steps between visits to minimize your exposure.
9. If you have a job that exposes you to those who are infected, you will let us know.
10. If your commute or other responsibilities or activities put you in close contact with others (beyond your family), you will let us know.
11. For your safety, our waiting room will only accommodate one party at a time. You should come alone or be dropped off for your appointment. In the case of a child, disabled individual, or other individual requiring a companion, exceptions will be made at the discretion of the doctor.
12. You will wait in your car or outside until no earlier than 5 minutes before our appointment time.
13. If you display any symptoms, fever, or suspicion of a cold or flu-like symptoms you will not be seen for evaluation, treatment or testing. If you are observed with such symptoms in the waiting room, you will not be permitted to enter the office suite.
14. If a resident of your home tests positive for the infection, you will immediately let us know and we will then consider services via telehealth.
15. If you have had had contact with a suspected or confirmed COVID-19 case, you will not be scheduled for in-office treatment or evaluation until cleared by medical, physician note, or two weeks have elapsed since such contact, during which time you have been symptom free.
16. If you have traveled beyond the continental US, or by mass public transport, such as bus, train, ship, or airplane within the last two weeks, or been in a rally, parade, or similar large gathering, your appointment will be scheduled a) no sooner than two weeks after such event, during which time you have been symptom free, or b) cleared by physician note that you are not infected with COVID-19.

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17. If you are undergoing psychological, neuropsychological, or concussion testing: a) the tester will wear gloves (as feasible) and a mask; b) you will be asked to sanitize your hands upon entering the office and as needed; c) the tester will maintain social distance as feasible and appropriate and will use a clear divider between the tester and you during manipulation of test materials, d) the tester will sanitize the testing area and materials as needed; e) you will be asked to wear a mask and gloves (if feasible) during testing; f) if you cough, or display any suspicious symptoms, the tester may ask you to discontinue testing for another time, at the tester’s discretion.
18. For testing cases, we may ask you to complete some of the testing by videoconferencing, as advised by the doctor, to reduce time in the office. Please understand that if you undergo remote or video testing, the remote technology and platform may affect the reliability or validity of some of the tests that have been created for in person use. Your doctor will be cautious when interpreting those tests.
19. For non-testing appointments, you are asked to meet virtually with the doctor or staff. This includes therapy, exams, feedback sessions and consultation. Our office staff can assist with setting up electronic or telephonic communication. For patients choosing virtual treatment, they will need to complete consent forms for using electronic/telephonic communication, and consent forms for certain types of connections that may not be guaranteed secure per HIPAA guidelines. We strongly recommend virtual sessions for our most vulnerable older patients and those with underlying physical conditions.
20. All payments for services should be discussed prior to the appointment with our office manager, who will arrange for such payment in advance of your appointment. To reduce exposure risk and to maintain social distancing, patients may 1) pay by credit card over the phone or complete a credit card authorization form that can be emailed to our office, which can be used for payment; 2) provide a check in an envelope which can be mailed or left at the front waiting room for the Office Manager.
21. If you are bringing your child for testing, you will make sure that your child follows all of these sanitation and distancing protocols.
22. You have the option to postpone testing, should the above make you feel uncomfortable, however you should understand that the current health environment is indefinite, and we are unsure of the timeline of this pandemic or how it will change.
23. Please direct your questions to our office manager, Cherisse, at 609 895 1070 or manager@rsmpsychology.com.

Decision to Meet Face to Face

We’ve agreed to meet in person for testing sessions. You understand that by coming to the office, you are assuming a risk of exposure to the coronavirus (or other public health risk). This risk may increase if you travel by public transportation, cab, or ridesharing service. We may change the above precautions if additional local, state or federal orders or guidelines are published. If that happens, we will talk about any necessary changes. Please know that this policy may change quickly depending on medical and governmental updates.

Please sign below indicating your understanding of, and agreement with, the above and that you voluntarily choose to engage in an in-person, in-office service, and understand the risks:

_____	_____	_____
Signature of Patient or Parent/Guardian of Minor	Print Name	Date
_____	_____	_____
Signature of Minor Patient (13 years and older)	Print Name	Date

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