Taylor Fry
16 hours/week
South County Child and Family Consultants
Supervisor: Dr. Randy Kulman
Clinical Psychology Intern/Administrative Office Assistant

Background

This internship is at a small therapist office across from the Peace Dale library, and the first few weeks were just observing, learning, and acting like a "sponge" so to speak to soak up all the things that one does in the office. The extent to how much goes on in a therapist office between the patients calling in, switching appointments, the insurance companies, people's co-pays, whether they had a deductable to meet for outpatient mental health, and so much more, was quite surprising. Since Dr. Kulman no longer does counseling (like he used to) and only does psychological evaluations, preparing all the tests that he does is a job in itself (the packet of questionnaires/info for parents, teacher, and children themselves). There are many assigned projects and some of the duties are inputting the psychological test scores into the computers and then printing up what we call evaluation summaries to give the parents so they can understand what all these t-scores, percentiles and numbers actually mean in terms of what their child's diagnosis is.

This internship was intruging because of its flexibility and its ability to be able to teach so much. One would not only be learning about the field of psychology, therapy and counseling itself but what exactly being a therapist or a psychiatrist entails. There are a few people who rent office space from Dr. Kulman and each one has different specialties in different areas. I have figured out from this internship that even though I may not be administering the testing for these kids during their evaluations, I want to be apart of their process once their diagnosis has been handed down. There are numerous opportunities and organizations, such as CHADD, that help both the parents and children themselves who suffer from ADD and ADHD.

Objectives

Objective 1: *Research and find out about the field of psychology and the differences between therapists, psychologists, and psychiatrists while learning what each person does and the training they must receive*

→ **Evidence:** Describe in my portfolio my understanding of each job, the different kinds of cliental they have, what each does on a daily basis, the training they received and what it takes to obtain each degree

→**Activities:** By being in the office everyday and interacting with each person and their clients, I will learn who specializes in what, who can prescribe medicine, who is often referred to whom, etc.

Objective 2. *Learn what goes into a psychological evaluation*

→ **Evidence:** List and detail the process that goes into a psychological evaluation of a client from the initial phone call to set up an appointment

→**Activities:** Answering the phones, taking down client information, making insurance calls, setting up appointments and necessary paperwork, questionnaires for parents and teachers sent out, grading and scoring the questionnaires as well as client testing, creating summary of results to add into evaluation report, adding recommendations in to report

Objective 3. *Learn the necessary software for grading each and every test, questionnaire.*

→ **Evidence:** Making instructions on how to grade and score each test

→**Activities:** Training the new interns on how to grade these tests is easier when you have a giant packet of information for them that is a basic “How to do” on everything in the office. I am developing this packet including a list of instructions on how to grade and score the testing.

Duties & Activities

- Scheduling & confirming appointments
- Taking down new patient information and setting up initial appointments
- Grading and scoring neuropsych and educational testing
- Dictation typing
- Creating questionnaires
- Training interns
- Typing & Mailing client evaluation reports
- Calling in client prescription refills
- Re-creating office forms and questionnaires
- Inputting data into SPSS
- In charge or Staples office supplies orders
- Typing psychological test score summaries
- Answering phones
- Creating referral lists for clients whose insurances do not match

Expected Work Schedule

Monday; 8-5 P.M. **Tuesday;** 9-1 P.M. **Wednesday;** 8-12 P.M.

Occasional **Thursday** and **Saturday** Morning 9-12 P.M.