

Copy/paste the subject and the body into an email or message to your HR or Accommodations Representative. Be sure to remove the [] and enter the information suggested.

Subject: Confirming acceptance of Diagnostic Assessment

Body:

Dear [Name of HR Rep and/or Accommodation Rep],

I hope this message finds you well. I'm reaching out to confirm whether the Formal Diagnostic Assessment I'm planning to complete at Hautz Counseling will meet your documentation requirements for workplace accommodations.

Brittany Hautz is a Licensed Professional Counselor in Pennsylvania who specializes in adult, neurodivergent-affirming, diagnostic evaluation and assessments. Their process includes validated self-report measures (including the Brown Executive Function/Attention Scales and the Sensory Profile 2 Assessment), thorough history and full clinical interview, and a feedback session. Neurodivergent-Affirming treatment recommendations, resources, and referrals will be provided, as well as an accommodation letter.

While this is not a neuropsychological evaluation, it is a thorough and clinically grounded diagnostic assessment conducted by a licensed mental health provider with specific, advanced training in neurodivergent-affirming evaluations including the MIGDAS-2.

If I am diagnosed with a qualifying health condition following this assessment, before proceeding with scheduling, I'd like to confirm:

1. Will this diagnostic assessment be sufficient to support workplace accommodation?

- Yes, proceed with scheduling.
- Maybe, I will contact the clinician myself first at brittany@hautzcounseling.com
- No, I will provide you with referrals for evaluation and assessment.

a. If Yes, do you require an accommodation letter, and/or another specific form of documentation?

Thank you so much for your time and guidance. I look forward to your response.

Warmly,

[Your Name and DOB or Employee ID here]

[Your Contact Information]