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New Client Paperwork Instructions

I am sorry for the lengthiness of these forms. However, they serve three important functions. They help keep us in compliance with insurance, managed care and employee assistance program requirements. They provide us with information essential to book keeping and billing processes. And they give me a lot of information quickly. Any feedback you can to give me about these forms will be much appreciated.

- **Please complete all <u>six sides (front and back)</u> of these intake forms!**
- **Please <u>keep for your records</u> the second copy of the Client-Therapist Agreement form (page 7)!**
- **Please bring the completed forms with you to your first appointment!**
- **Please bring your <u>insurance card(s)</u> with you so that I can make photocopies of them or bring photocopies of the card front and back!**
- **When you get to the office, please wait in the waiting area until the time for which you are scheduled! I will call you when it is time to start your appointment.**
- **The first time and every time that you come to the office, if it is past the time for which you believe your appointment was scheduled and the door is closed, please knock!**

Thank you!