Dear New Client,

Welcome to Youth & Family Counseling, and thank you for choosing us to work with you and/or your family. Before your appointment, we ask that you complete the following paperwork and reading:

- Please fill out the Client Information Form. You may have given us some of this information over the phone, but the form helps us verify accuracy.
- If you are using insurance, please complete the Insurance Verification Form. Please bring your insurance card(s) to your appointment so your therapist can make copies.
- Please read and sign the Client’s Consent, Acknowledgement and Authorizations Form.
- Please read and sign the Client Code of Conduct Form.
- If we are providing counseling for your child under the age of 12, please complete the Child Pick-Up Authorization Form.
- Please read the following documents, and ask your therapist if you have any questions:
  - Client Rights and Responsibilities
  - Financial Policies and Expectations
  - HIPAA Notice of Privacy Practices

When you arrive at our office, please have a seat in our waiting room. Your therapist will come out to meet you at your scheduled appointment time. If you have questions or need to talk with someone prior to meeting your therapist, please ring the bell.

If you arrive late, please be seated and your therapist will check periodically for your arrival. Appointments are usually 45-50 minutes in length and will end on time to allow your therapist to meet his or her next client.

Finally, we are committed to providing services that help reduce the stressful symptoms that brought you to counseling. To help both you and your therapist measure progress, we will ask you to complete symptom measurement scales (questions) at the beginning and end of your therapy. Your therapist will give you the first scale at your initial appointment.

Thank you for your confidence in Youth & Family Counseling. We look forward to serving you.

Janelle Miller Moravek  
Executive Director  

Jim Shackelford, Ph.D.  
Director of Clinical Services