



Instructions for Counseling Paperwork for Couples

Please print out the following forms and do the following for your first counseling appointment. For your convenience, the forms have been grouped into two “packets” in order to minimize the number of items that need to be printed.

“One per couple” packet

1. Counseling Information and Agreement: read this and bring it in if you have any questions about it.
 2. Notice of Privacy Practices: read this and bring it in if you have any questions about it.
 3. Financial Information: If you will be receiving therapy from one of our Clinical Interns **AND** you are receiving a sliding scale fee (less than \$40) then fill this out completely – including information about all sources of income for the household –, sign it, and bring it in.
 4. Credit-Debit Authorization: If therapy will be paid for with a credit/debit card then have this form filled out and signed by the card holder, and bring it in.
 5. Credit-Debit Card Additional Information: If therapy will be paid for with a credit/debit card **BUT** the card will **NOT** be available for inspection by the therapist for data entry then fill out this form and bring it in. Note that a Credit-Debit Authorization (see above) will also be required.
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“One per person” packet

1. Adult Intake Form: fill this out completely and bring it in
2. Brief Mood Survey: fill this out completely and bring it in.
3. Relationship Satisfaction Scale: fill this out completely and bring it in.
4. Consent to Treatment: read this and sign it, and bring it in. (Note: This form references the Counseling Information and Agreement included in the packet above.)
5. Notice of Privacy Practices Confirmation: read this and sign it, and bring it in. (Note: This form references the Notice of Privacy Practices included in the packet above.)