



## Instructions for Counseling Paperwork for Individual Adults

Please print out the following forms and do the following prior to your first counseling session.

1. Adult Intake Form: fill this out completely and bring it in. Please note that the Intake form may take substantial time to complete. The purpose of the form is to help us understand your concerns and a wide variety of issues that may affect them.
2. Brief Mood Survey: fill this out completely and bring it in.
3. Counseling Information and Agreement: read this and bring it in if you have any questions about it.
4. Consent to Treatment: read this and sign it, and bring it in.
5. Notice of Privacy Practices: read this and bring it in if you have any questions about it.
6. Notice of Privacy Practices Confirmation: read this and sign it, and bring it in.
7. 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.
8. 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.
9. 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.