

Thank you for considering Arbor Counseling/Sawmill Family Counseling services. We look forward to your first session, which is scheduled for M, T, W, Th, F, _____, 200__ at _____ a.m./p.m. Prior to this appointment, we ask that you complete the following items and bring them with you.

1. Please fill out the Client Information Sheet.
2. Please complete the Personal Problems Checklist. If done for an adolescent, please have the teen complete one and the parent complete the other. For a child, answer according to what you observe in your child.
3. For minors only, please sign the consent for treatment form.
4. Please read the Office Policy Statement and sign the last page. The top copies are yours to keep. Your counselor will be happy to answer any questions you may have.
5. If you would like our office to submit the charges to your insurance company, please bring your insurance card to your appointment as we will need a copy of it for our records. Also, please be sure you have obtained any authorizations as needed. The following information can assist you.

Due to a variety of plans and mental health networks available, we are usually unable to determine with certainty whether your insurance will cover our service. Therefore, we recommend that prior to your appointment; you contact the metal health portion of your insurance to verify the benefits you have and obtain authorization as necessary. Here is a list of questions you may need to ask when you call:

- 1 Is _____ in network for my plan? Yes No
(Name of provider/facility)
- 2 If yes,
Do I need to obtain an authorization? Yes auth# _____ No
Do I have a deductible? Yes \$ _____ No
How many visits am I allowed? _____
What is my co pay? \$ _____ or _____%/ _____%
- 3 If no, what are my out of network benefits?
(Also verify deductible, number of sessions and co pay and record above)

Thank you for your time. We look forward to meeting you. If you find you still have questions, please don't hesitate to contact us. We will be happy to assist you.

Sincerely,

Sawmill Family Counseling Services, a division of Arbor Counseling LLC.