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I appreciate your considering me as a resource at this time in your life. I consider myself fortunate to be a mental health professional who you and many others, including most insurance companies, consider as a qualified credentialed provider.

I desire to be a good steward with you of the limited number of sessions that may be available, especially if you are thinking insurance may defray part of your expenses. I have established a policy of providing new clients, such as yourself, with some questionnaires and forms. This information will be necessary for me to obtain in order to comply with professional standards of care in the mental health field. By your completing as much as possible before we meet, it enables us to more readily focus on your care and concerns.

Therefore, I request you complete this material before you arrive at your first appointment. Your completing these forms will enable me to gather the necessary information about your background and current status in a manner that will hopefully be thorough, but not too time consuming within our sessions. [Some of the forms are mandated by new Federal laws and are included so you have time to review and sign or identify questions you have before you sign.]

Please complete the following documents which are enclosed for you:

- Intake Form & Provider/Client Service Agreement
- Informed Consent Form
- Provider Policy on Insurance and Billing Practices
- Adult Information Form
- Amen Adult General Symptom Checklist
- Notice of Privacy Practices

If you are coming in for family therapy, one person will need to be identified as the client for insurance and record keeping purposes. As a guide to decide whom, one of the family members who has experienced or displayed emotional/physical symptoms is often the one appropriate to list as the "identified client," though the relationships will likely be a primary of therapy.

If you have any questions, please do not hesitate to contact my office for assistance. Thank you, again, for considering me as a resource at this time in your life.

Sincerely,

Deborah L. Galindo, Psy.D.
Clinical Psychologist