

Family Institute, P.C.

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Welcome and thank you for choosing us to help you on your healing journey.

Your work is just beginning. Filling out the enclosed forms before coming to your first appointment allows your therapist to use **your** time wisely. Bring all the forms with you.

- Family Institute, P.C. (white quad-fold): Information about the therapists and services offered. Your therapist's business card and your first appointment card should be inside.
- Intake Form (yellow): We need this information from you for billing and audits. Please bring your insurance card in with you so a copy can be made.
- Insurance Verification Form (ivory): You may find this helpful in talking with your insurance company to know exactly what your benefits are. This is necessary to our office manager as well.
- Contract/Financial Agreement (purple): Two copies. One is yours to keep. Read through carefully. If you have any questions, you can wait to sign with your therapist so you understand the fees.
- Adult History Form (white): Two pages front & back. Fill out as complete as possible. A second set may be enclosed (or printed out) for your spouse/significant other/adolescent.
- Child History Form (gray): Fill in for your elementary age child(ren) if they are the identified client.
- Authorization for Release of Information (goldenrod): Read and sign (upper signature block if you want your PCP to be involved in your therapy, lower signature block if you don't). Provide name address and phone number of your PCP on the back page.
- Employee Assistance Form (EASE) (blue): Fill in highlighted page.
- Privacy Practices (white):
- Therapist's Philosophy Statement
- Managed Care (green): Information only for those on insurance plans.
- Inserts: Other brochures may be included that we think might be of interest to you.

Be on time for your appointment. This is **your** time. Sessions last 45-50 minutes beginning on the hour. At Forest Grove, the bank locks the front doors at 5:00 p.m. Ring the doorbell to the right of the glass and someone will be down to let you in.