

Dear New Client,

Welcome to the CornerstoneVision Counseling! It is our goal in this office to serve you in the best possible way we can. To do this we try to keep our cost at a minimum and your visits here as stress free as possible.

According to our telephone conversation, your church has agreed to offset the cost of your counseling sessions here at CornerstoneVision Counseling. Enclosed you will find a Church Agreement. You will need to have your church complete this form and return it to us prior to or at your first visit. The church can choose to cover either a portion, or the entire cost of your counseling fees. Discuss this with your church, so that you know ahead of time what your financial responsibility will be. Please keep in mind that if you wish to file to your insurance and have the church assist you with your fees, you will need to notify the office staff ahead of time so they can provide you with the appropriate Church Agreement, as we legally cannot use the reduced church rate (\$70) if you are filing to insurance. It is our office policy that you come prepared to pay your portion of the bill each time you see your therapist. We accept cash, checks, MasterCard, Visa, and Discover.

Enclosed you will find intake forms that need to be completed prior to your appointment time. Some of the forms require that your signature be witnessed. Please be sure this is done before you come in. All forms should be completed in black ink please.

In addition to these forms you will find a Consent for Release of Information, which also needs to be completed. Your church name, along with a church contact name, should be inserted in the blank marked *Person/Agency*. This is solely for financial purposes and will not be used to disclose any information regarding your counseling sessions, unless you answer with a *yes* on question number 3.

Please plan to arrive at your first appointment at least 10 minutes early to allow the office time to get the paperwork together so you can start your appointment on time. Thank you for helping us reach our goal to serve you better. If you have any questions or need any assistance completing these forms, please do not hesitate to contact us.

Sincerely,

Melissa Hildebrand
Office Manager

Enclosure List:

Client Intake
Psychosocial & Medical History Intake
Church Agreement
Custody Addendum (if client is a minor)
Consent for Release of Information