

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 conversation on the phone, you will be seeing a therapist that is not contracted with your insurance and is therefore out of network. This means your benefits will likely be different than if you saw contracted provider. We will file your insurance for you, however we will not take any provider write offs, as an in network provider would be required to do. This means you will be financially responsible for 100% of whatever your insurance does not pay. Please be aware you can choose to simply not use insurance and pay the self pay rate of \$85, simply notify the office staff if you would prefer to do this. It is our office policy that you come prepared to pay your bill each time you see your therapist. We accept cash, checks, Mastercard, Visa, and Discover.

As the insured member, it will be your responsibility before coming to your first visit to call your insurance company and inquire about your *outpatient mental health benefits*. The following are some questions you will need to ask:

- Do I have out-of-network *outpatient mental health* benefits?
- Does the therapist I will see have the proper credentials or license? If not, can my therapist be supervised by a PhD?
- Do I have a deductible?
- What will my out of network benefits be after I meet my deductible?
- Do my visits need to be authorized? If authorization is required, you will be responsible to obtain this before coming in for your appointment. Please let us know when you come in for your appointment if you have any problems obtaining authorization.

After all of these questions are answered you can feel confident that you are coming to your first visit with the proper information.

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. 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

Please fill out all forms in black ink

Enclosure List:

Client Intake
Psychosocial & Medical History Intake
Custody Addendum (if client is a minor)