

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 would qualify for therapy at an adjusted fee. Because we do not get outside funding and wish to offer these services to all who need it, we typically limit the number of sessions, at the reduced rate to 12 visits. As you near the end of the allotted 12 sessions, your therapist will discuss possible options for continuation of therapy should you want to do so. If you have insurance with Outpatient Mental Health benefits, you do not qualify for the adjusted fee schedule, as this would constitute fraud. You also do not qualify for the adjusted fee if you have accessible money in excess of \$5,000.

When we spoke to you, the receptionist gave you an estimate of what your fee will be. In order for us to determine exactly where you fit on our adjusted fee scale, please fill out the enclosed fee assistance application and bring it with you to your appointment. **It is important for you to bring in two of your more recent paystubs for each adult working (total of 4 paystubs if both husband and wife are working) or your previous year's complete tax return (no W-2's please) to this initial visit. If you forget this paperwork at your initial visit, we will proceed based on the information you verbally supplied to us. However, the fee will increase to full fee until the office receives all necessary paperwork after that first appointment.**

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. It is CVC's policy that if a client does not pay their portion of the fee more than twice, we reserve the right to postpone scheduling of any further appointments until the balance on the account has been paid.

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)
Adjusted Fee Application