

**THERAPY CHECK LIST**

**FOR NEW ADULT THERAPY CLIENTS**

☐ Complete New Client Information Sheet

☐ Sign Consent to Electronic Communication

☐ Complete and Sign Authorization Form (if applicable)

☐ Complete and Sign Payment Authorization Form for Therapy

☐ Complete and Sign Agreement with Payors of Adult Clients (if applicable)

☐ *Available in office* Sign Consent for Services (Review Client Services Agreement and HIPAA Authorization form)



**CHILD THERAPY CHECK LIST**

**FOR NEW THERAPY CLIENTS UNDER 18**

**(to be completed by parent/guardian)**

☐ Complete New Client Information Sheet

☐ Sign Consent to Electronic Communication (to be completed by parent/guardian; and client if applicable)

☐ Complete and Sign Authorization Form (if applicable)

☐ Complete and Sign Child Therapy Agreement

☐ Complete and Sign Payment Authorization Form for Therapy

☐ *Available in office* Sign Consent for Services (Review Client Services Agreement and HIPAA Authorization form)



**TESTING CHECK LIST**

**FOR ASSESSMENT/TESTING CLIENTS**

☐ Complete New Client Information Sheet

☐ Sign Consent to Electronic Communication (to be completed by parent/guardian; and client if applicable)

☐ Complete and Sign Authorization Form (if applicable)

☐ Complete and Sign Payment Authorization Form for Assessments, One-Time

Payments, and Consultations

☐ *Available in office* Sign Consent for Services (Review Client Services Agreement and HIPAA Authorization form)



**SCHOOL ADMISSIONS CHECK LIST**

**FOR INDPENEDENT SCHOOL ADMISSIONS TESTING**

**(to be completed by parent/guardian)**

☐ Complete and Sign Admissions Testing Registration Form

☐ Sign Consent to Electronic Communication (to be completed by parent/guardian; and client if applicable)