



## CENTER FOR COUNSELING & FAMILY RELATIONSHIPS

4500 Mercantile Plaza Dr. Ste. 307 Fort Worth, TX 76137

Metro: 817-232-9400 Fax: 817-232-9403

office@ccfam.com www.ccfam.com

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### First Appointment Checklist

All of these items **must be brought** to the initial counseling session or the appointment will have to be rescheduled.

For All Clients:

- Driver's License or ID (from client or biological/custodial parent of a minor)  
The licensing boards in Texas require for us to verify your identity at your initial counseling session.

For Clients Filing Insurance for Sessions:

- Insurance Card (if filing with insurance)  
If EAP benefits are being used, the insurance card is still required.
- Check Insurance Benefits by calling insurance and completing questions on Page 1 of Intake Paperwork. If benefits are not checked, the client will be asked to pay the full contract rate for the initial session.

For Minor Clients:

- Divorce Decree or Custody Paperwork
- Custodial Parent Notification signed by parent not initiating counseling (required when custody paperwork requires both parents to be informed of counseling)  
The licensing boards of Texas require for us to have this information at your initial counseling session.
- I acknowledge that a Divorce Decree or Custody Paperwork has not been filed by the courts for this minor. Signature \_\_\_\_\_

For All Clients:

- First Appointment Checklist
- Completed Intake Paperwork
- Credit Card Information is completed on Page 3 of Intake Paperwork  
This is a requirement for our office. The alternative is to pay \$75 in advance at the first appointment to stay as a credit on the account.  
The session time is reserved for you. For our counselors to continue to be able to provide care for you and your family through our practice, they also have to be able to provide a dependable income for their families.
- Completed Additional Paperwork Forms Applicable to Client:  
Checklist of Concerns for Children/ Client History for Teenagers/Adult Checklist of Concerns/Adoption Information Form/Foster Care Information Form
- Initiate Portal Account by clicking on the link sent to e-mail  
The link lasts for 7 days after it is sent. Please check spam for this link.  
The portal account allows you to view future appointments.

For All Clients to Acknowledge go to our website [www.ccfam.com](http://www.ccfam.com):

- Review Policies and Procedures
  - Review Privacy Practices
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