



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

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:

- First Appointment Checklist
- Completed Intake Paperwork
- 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.
- Completed Additional Paperwork Forms – If Applicable to Client:
 - * Checklist of Concerns for All Children below the age of 18 to be filled out by parents
 - * Client History for Middle School and High School Students to be filled out by students
 - *Adult Check List of Concerns
 - *Adoption Information Form/Foster Care Information Form

For Minor Clients:

- Divorce Decree or Custody Paperwork
- I acknowledge that a Divorce Decree or Custody Paperwork has not been filed by the courts for this minor. **Signature** _____
- Please also note that we do not specialize in high conflict divorce cases and these cases will receive trusted referrals.**

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 All Clients to Acknowledge go to our website www.ccfam.com:

- Review Policies and Procedures
- Review Privacy Practices

We are happy to provide the benefit of filing **PRIMARY INSURANCE ONLY** for our clients. The following information needs to be completed before the initial appointment. **If benefits have not been checked before the initial appointment, the client will be responsible for paying the full contract rate for their insurance company.**



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IN ADDITION:

- Please arrange childcare for your children for parent appointments for minor clients and Adult Individual/Couple appointments. **Children under the age of 7 are not able to stay in the wait room alone.**
- Credit Card Information is completed on Page 7. ***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 must be able to provide a dependable income for their families.
- 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.