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Instructions for New Clients:

When you arrive at our offices at 317 West Hill Street in the Oakhurst neighborhood of Decatur, please enter through the front door using the door access code provided by your therapist. **Please be sure to get the access code from your therapist. If you do not have the access code, you will be able to call your therapist from the buzzer panel located next to the front door; however, your therapist may not be available to answer until immediately prior to your appointment if he or she is in session with another client.** As you enter, you will pass a hallway on your right that leads to the **water fountain and restrooms**. To reach our **waiting room**, continue down the main hallway from the front door toward the elevator and our waiting room door will be the last one on your right before reaching the elevator. If you have not already printed out intake forms from our website, you can find a hard copy of the intake forms in the waiting room on a clipboard with your therapist's name on the top.. **Please read over all of the information and fill out the intake forms prior to your session.**

Intake forms:

* (You may have already filled these out at home by downloading them from our website or by printing them off of an email sent by your therapist. If you bring them with you, you do not need to fill them out again.)

I have three clipboards with my name printed clearly on them - one is for general Psychotherapy; one is for Massage Therapy; and one is for Integrated Bodywork. They are clearly labeled. Please fill out the forms for the kind of therapy you are seeking.

Please only fill out the bodywork information if we have previously discussed Integrated Bodywork and have decided to engage in this approach to therapy. You will read and sign the Client Agreement for Integrated Bodywork form in addition to several other general psychotherapy intake forms on this clipboard.

Intake Forms For New Psychotherapy and Integrated Bodywork Clients:

The **three-page Client Information** section should only take about 5 minutes or so to fill out. Please go ahead and fill this out first. **The Client Services Agreement** is 9 pages and includes some lengthy information about the HIPAA laws that protect your privacy, as well as my practice policies and procedures. The HIPAA and policy information will take you a little longer to read. There is a "**Client Agreement**" form on the 9th page of the **Client Services Agreement** that you must sign indicating that you understand my policies and you willingly choose to participate in psychotherapy. You will also find a three page "**Georgia HIPAA Notice**" that provides you with more detail about your rights regarding your confidential records.

Beverages:

In addition to the water fountain in the hallway, we have a water dispenser in our waiting room that offers both hot and cold water options, along with a variety of hot tea and instant coffee selections. You may help yourself to whatever is available there. You will also find disposable / recyclable plastic cups that sit inside the brown cup holders and they are appropriate for both hot and cold beverages.

Please make yourself comfortable and I will be out to greet you as soon as possible. Thank you.