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## WELCOME

As a courtesy to all first time clients, we hope to simplify your first visit to our office. At your leisure, please take time to fill out the enclosed intake forms and bring them with you to your first appointment. If you forget to bring them, forms are also available on clipboards at the reception desk for your convenience.

Each office visit is to be paid on the day of the session either with a check or cash, and Visa or MasterCard are now being accepted. Please make checks payable to **Mel Gardner, MC, LPC**. Should you need to cancel, at least **24 hours notice is required** in order to avoid charges. Missed sessions or sessions cancelled late will be charged at ½ the regular session rate.

At this time, insurance is no longer accepted with the exception of **Mayo Clinic Healthcare**. Please fill out the insurance addendum and bring a copy of your insurance card, both front and back. Call your insurance before your first appointment to find out what your benefits are and to secure an authorization ahead of time if one is needed. If at any time your insurance does not pay for your office visit, you will be held responsible for the full amount. We will be happy to provide documentation of service dates to be submitted for reimbursement purposes.

Here is a checklist of forms that we need for you to fill out and bring with you:

- Welcome Form
- Client Contact Form
- Consent To Treat Form
- HIPPA Consent Form

Thank you for contacting us, and we look forward to working with you.

In accordance with the Health Insurance Portability and Accountability act of 1996 (HIPAA) this fax/email/document, including any attachments, may contain confidential and privileged information, and is for the sole use of the intended recipient(s). Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply email or fax and destroy all copies of the original message.