SANDY SPRINGS PSYCHOLOGICAL ASSOCIATES

Client Information Form

Thank you for choosing Sandy Springs Psychological Associates. Please provide us with the following information:

Client Name: _____ **Date of Birth:** ____/_____/_____

Street: _____ **City:** _____ **State:** _____ **ZIP:** _____

Cell Phone: _____ **Alternate Phone:** _____ □ Work □ Other

E-mail Address: _____

Is it okay to send a reminder text for upcoming appointments? (Circle One): YES / NO

Preferred method of Contact: (Circle One): Cell Phone / Text / Email

Responsible Party (if someone other than the client – i.e. parent or guardian)

Name: _____ Relationship to Client: _____

Cell Phone: _____ Alternate Phone: _____ □ Work □ Other

All services rendered by Dr. Chuck Jenkins are charged to the client. Insurance may or may not pay for your counseling appointments, testing or assessment. Insurance reimbursement rates, deductibles (individual and family) and levels of authorized care often vary between plans and companies. ***You, as the client or guardian, are responsible for all fees – regardless of insurance coverage.*** *The client or other responsible party is required to pay for services when rendered unless other arrangements have been made in advance. Your appointment time is for you only – this office does not double book counseling appointment times. As a result, we cannot fill that time without appropriate prior notice. Therefore,* ***all appointments must be cancelled at least 24 hours in advance to avoid being charged for that time.***

Please be advised that if you are doing any testing with Dr. Jenkins and request a written report and/or letter, there will be a separate charge for this service.

I, the undersigned, have read, understand and agree to the aforementioned responsibilities and fee requirements indicated.

_____ _____

Client Signature Date

** Your insurance coverage may accept claims from out-of-network providers. A copy of your superbill and receipt, or other documentation needed to file a claim, is available upon request – please see the Office Manager*