



SANCTUARY COUNSELING GROUP

NEW CLIENT PAPERWORK

We ask that you complete a number of forms. This is a checklist to aid you in completing this task. At Sanctuary Counseling Group we want to provide the highest quality of service possible so we ask that you fill out each form as completely as possible. Thank you!

- Welcome Letter - Please read.
- Client Information - Please complete and return (2 pages)
- Notice of Privacy Practices - Please read and keep for your records (2 pages)
- Receipt for Notice of Privacy Practices - Please read, sign, date and return
- Informed Consent to Receive Services - Please read, sign, date and return
(3 pages)
- Professional Disclosure Statement - Please read, sign, date and return
(only for applicable therapists)
- Credit Card Agreement - Please sign and return to place on file for payment
- Demographic Information - Please complete and return
- Insurance Authorization of Benefits - Please complete and return. This signed form is necessary in order for SCG to file insurance on your behalf. An **Insurance Provider Flowchart** is provided online with our documents to aid you in verifying your mental health insurance benefits.