Hello and Welcome to my practice.

Enclosed (or attached if receiving via email) you should find several documents.

Included in these are a Notice of Privacy Policies (HIPAA). Please scroll down and sign the HIPAA agreement, but also be aware that the final page of this document needs to be completed. This page dictates how you would like me to communicate with you about your treatment.

There will also be a copy of my “Office Policies, General Information, and Informed Consent”. Please read through this carefully as it shares with you a bit about what to expect from therapy, as well as your rights and responsibilities as a client. You will find information on how and when I use electronic media to communicate with my patients, such as email and texting. You will also find a Biographical disclaimer, describing my degrees, licenses, and past work history. This biographical disclaimer is required by law.

If you are scheduling an appointment for your child, there are two other forms. One is called the “Parental Agreement” for your review, approval and signature. Along with the Informed Consent, this document dictates our future relationship in light of your child’s therapy with me. The other is “Collateral Informed Consent” and is meant to be information for you to understand clearly your role in your child’s therapy as his/her support. Please sign and return this as well.

You should have already registered as a new client at [www.therapyappointment.com](http://www.therapyappointment.com). If you have not done so, please do that now. This site will ask you some basic questions about why you are seeking therapy, and is also where you will register your name, address, and insurance information. To that end, you will also find attached a “Credit Card Authorization” form. Please complete this form for billing purposes.

My office is located at 10501 E Seven Generations Way, Ste 121, Tucson, AZ 85747. Please wait in the lobby area, and I will be out to greet you at our appointed time.

I look forward to meeting with you. Please do not hesitate to contact me directly if you have any questions or concerns.

Respectfully,

Amy Mozolik, Psy.D.