

# CLIENT INTAKE FORM – PRIVATE PAY

GABRIELLE LAWRENCE, Ph.D.

• 5040 E Shea Blvd, #268, Scottsdale, AZ 85254 • (480)607-5030 •

## PLEASE PRINT ALL INFORMATION

**Today's Date:**                    /                    /

**CLIENT's Full Name:**

**Additional Information if Minor**

Mailing Address:

School:

City/State/Zip:

School Phone:

Home# (     )     )

Teacher:

WK# (     )     )

Mother's Name:

Cell# (     )     )

Father's Name:

SSN#:            -            -

Referred by:

Date of Birth:            /            /

Legal Involved? Yes    No

Married \_\_\_ Single \_\_\_ Divorced \_\_\_

Please list name, phone and address

What brings you into my office:

## RESPONSIBLE PARTY'S Full Name:

Mailing Address:

Telephone, Home: (     )     )

Cell: (     )     )

Date of Birth:            /            /

Business (     )     )

Social Security No.:

## MEDICAL

Previous Therapy:        Yes        No

Therapist's Name:

Last Date of Service:        /        /

Physician's Name:

Therapist's Phone: (     )     )

Date of Last Physical:

Physician's Phone: (     )     )

## PAYMENT ARRANGEMENT

Per Session Fee: \$145 initial visit & \$135 addl visits

Paid by Client:

by Other:

If you have AZ Foundation, Aetna, BCBS, Beech Street or Humana, please ask Dr. Lawrence for the insurance form you will need to fill out, and we will need a copy of your insurance card, back and front if you would like us to bill your insurance company for you, otherwise you may request a "superbill" from Dr. Lawrence at the time of your appointment and submit your own insurance claims.

***I authorize the release of any medical or other information deemed necessary by Dr. Lawrence to facilitate the therapeutic process. I, also, give my permission to Dr. Gabrielle Lawrence to confer with the above for the purpose of my treatment.***

Client or Legal Guardian, if Minor

Date

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## ***PAYMENT POLICY***

1. A Therapeutic hour is fifty (50) minutes of counseling time.
2. Initial consultation: \$145.00 per hour. Additional visits \$135.00 per hour
3. There is a fee for all telephone consults and written or email correspondence, please see fee schedule for rates @ [www.health4relationships.com](http://www.health4relationships.com). Legal fee schedule also available upon request.
4. Cancellations need to be made twenty-four (24) hours in advance of appointment time on a business day schedule (i.e. Monday appointments must be cancelled on the previous Friday to avoid cancellation fee). If cancellation is less than twenty-four (24) hours, a session fee will be assessed. The office number is **480-607-5030**. Messages are not retrieved on Saturday or Sunday.
5. “No Shows” and Late Cancellations will be assessed at the full session fee and need to be paid before client can reschedule another session.
6. All fees are expected at the time of the session. Client must pay the therapist before the hour begins. Cash or checks will be accepted. Checks can be made payable to: Gabrielle Lawrence, PhD. Mastercard and Visa also accepted.
7. If it is necessary to send you to collections for an unpaid balance you will be responsible for all commission fees that will be added to your bill at that time.
8. Anyone unable to meet the above financial obligations should speak directly with Dr. Lawrence about this matter in the consultation.

***I have read and understand the above policies and accept full responsibility for any outstanding balances on my account.***

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Client or Legal Guardian, if Minor

Date

***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.***