

Counseling Services, Inc.

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919-493-1923 fax

WELCOME TO COUNSELING SERVICES (CSI)

We are giving this information to you before your initial session so that you can have time to read and complete the paperwork. Recent changes in federal law (the Health Information Portability and Accountability Act, or HIPAA) require that we give you detailed information about our privacy policies as well as our normal business practices. We regret having to burden you with so much paperwork, but we appreciate your help with fulfilling this federal mandate.

Directions:

1. Please fill in the Registration Form for your child or adolescent.
2. Please complete the Child Intake Form.
3. Please read and sign the Consent Agreement.
4. Please read and sign the Financial Agreement.
5. Please complete the Release of Information Form for anyone you would like your therapist to speak with including pediatricians, schools, attorneys, and other therapists.
6. Details of the CSI Privacy Notice: Policies & Practices to Protect the Privacy of Your Health Information are posted on the bulletin board in the CSI waiting area. Please read this document and ask your therapist if you would like a copy for your records.