



## Trauma Informed Therapies, PLLC A Refuge: Trauma Informed Therapies

### Welcome Packet Checklist

**Please complete the enclosed forms and bring them with you to your first appointment:**

- |                                                                                                                        |                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Informed Consent for Treatment Services                                                       | Allows Trauma Informed Therapies (TIT) to provide therapeutic treatment services only upon your consent.                                      |
| <input type="checkbox"/> Personal Information Form                                                                     | Helps us get a better picture of your situation, concerns, and needs.                                                                         |
| <input type="checkbox"/> Financial Responsibility Agreement                                                            | TIT's policy regarding payment for services.                                                                                                  |
| <input type="checkbox"/> Authorization to disclose Protected Health Information for Payment and Reimbursement Purposes | Allows us to share information with your insurance company, inquire about your health insurance benefits, and file claims on your behalf.     |
| <input type="checkbox"/> Attendance Policy Agreement                                                                   | TIT's policy regarding appointment cancellation and attendance                                                                                |
| <input type="checkbox"/> (Optional) Release of Information Form                                                        | Consent for TIT to share information about you and your care with your other healthcare providers and with family members and support people. |

**These documents are yours to keep and contain important information about Trauma Informed Therapies policies and operations:**

- |                                                 |                                                                                                                                                   |
|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Notice of Privacy Practices                     | Describes how clinical information about you may be used and disclosed and how you can get access to this information.                            |
| Statement of Client Rights and Responsibilities | Outlines client rights and responsibilities and appropriate venues for addressing concerns regarding your treatment at Trauma Informed Therapies. |
| Counselor Disclosure Addendum                   | Required by the State of Washington.                                                                                                              |

**Remember to bring the following with you to your first appointment:**

- Your completed paperwork (see above)
- Your Insurance Card
- Your Photo ID Card

Also included in this packet is a form entitled, 'What to Ask Your Insurance Company'. TIT recommends you contact your insurance company prior to your first visit if you are considering starting treatment with us. It is important you understand the services your insurance will cover. Making this preliminary call provides peace of mind for many clients so they can turn their attention to treatment recommendations during their intake assessment appointment.

Effective: 7/25/2018

