**Gomez Counseling, LLC**

**NEW CLIENT DOCUMENT CHECKLIST**

Please have the following forms with you and completed when you arrive for your intake appointment:

\_\_\_\_\_\_\_\_ Counseling Consent Forms

\_\_\_\_\_\_\_\_ New Client Intake Form

\_\_\_\_\_\_\_\_ Release/Waiver Form

\_\_\_\_\_\_\_\_\_ HIPAA Form (if you are authorizing your clinician to speak with anyone other than the client (or parents/guardian if client is a minor)

\_\_\_\_\_\_\_\_\_ Consent form for minor (not necessary for clients over 18 years of age)

\_\_\_\_\_\_\_\_\_ Advisement Form

\_\_\_\_\_\_\_\_\_ Acknowledgment of Receipt of Notice of Privacy Practices

(Notice of Privacy Practices located on forms section of website-not necessary to print)

\_\_\_\_\_\_\_\_\_ Any applicable current court orders (if client is a minor and/or

 if you or your child are court-ordered to participate in

 therapy.)

\_\_\_\_\_\_\_\_\_ File-stamped copy of your entire divorce decree (if divorced

 and if the client is your child). This can also be emailed.