

CLIENT CONTACT FORM

This completed form helps my office contact you in the most efficient and confidential manner. As a courtesy, we make it a practice to remind you of your appointment. You will receive an email reminder a few days before your appointment. Please confirm your appointment by responding to the email. Please be advised, there are times when my staff may be out of the office due to illness, vacation or holidays and will be unavailable to send out emails. The responsibility to remember your appointment is ultimately yours. If you miss an appointment without providing at least a 24-hour notice, you will be responsible for paying for the session in full (emergencies reviewed on a case-by-case basis). If you notify the office at least 24-hours in advance, your session time can be offered to someone from my waiting list.

PLEASE PRINT AND PROVIDE ALL INFORMATION REQUESTED

Client Name: _____ Date of Birth: _____

Home Phone: (____) _____ - _____

May we contact you at the above number?

Yes No Emergency only

In the event you are not available, may we leave a message with anyone answering or leave a voicemail message?

Yes No Emergency only

Special note or instructions: _____

Cell Phone: (____) _____ - _____

May we contact you at the above number?

Yes No Emergency only

In the event you are not available, may we leave a message with anyone answering or leave a voicemail message?

Yes No Emergency only

Special note or instructions: _____

Work Phone: (____) _____ - _____

May we contact you at the above number?

Yes No Emergency only

In the event you are not available, may we leave a message with anyone answering or leave a voicemail message?

Yes No Emergency only

Special note or instructions: _____

E-mail Address: _____

May we contact you at the above e-mail address?

Yes No Emergency only

Special note or instructions: _____

NOTE: I am unable to guarantee the confidentiality of e-mail correspondence. Please call the office with any sensitive and/or private health information at 512-249-5001. Please do not use email to communicate regarding an emergency situation, as I cannot guarantee a prompt reply. Contact the office in the event of an emergency. Email is used for scheduling and general information not as a regular form of client communication.

Client Signature: _____ Date: _____

PLEASE NOTIFY MY OFFICE OF ANY FUTURE CHANGES TO THIS INFORMATION AS SOON AS POSSIBLE