

Gabrielle Lawrence, Ph.D.

5040 E Shea Blvd, #268

Scottsdale, AZ 85254

480-607-5030

Dear New Patient,

As a courtesy to all first time clients, we are hoping to simplify your first visit to the office. Dr. Lawrence would appreciate it if you could fill out the enclosed intake-forms before you arrive, and bring them with you to best utilize your time with her.

Each office visit is to be paid for at the beginning of each session either with a check or cash, and Visa or Mastercard are now being accepted. **Checks can be made out to Gabrielle Lawrence, PhD.**

Also note, should you need to cancel, please give at least **24 hours notice**. Otherwise, you will be billed for the entire session amount. **To cancel, please leave a message on the office voice mail @ 480-607-5030. This line is available 24 hours, but messages are only retrieved the following morning of each business day.**

Enclosed you will find a number of information and consent forms **that must be signed and returned for our records (please keep your copy of the HIPAA consent form)**, and a map of the immediate area to help you find your way. The office is on the northeast corner of Shea Blvd. and 50th Street. Shea Blvd. can be accessed by both Highway 51 and the Loop 101.

At this time, Dr. Lawrence is not billing for insurance, but we will be happy to provide you with a monthly superbill if you would like to submit for any out-of-network reimbursements you might be entitled to. Please call my office to request this.

Here is a checklist of forms that we need for you to fill out and bring with you:

- Client Intake Form
- Payment Policy
- HIPPA Consent Form (2 copies – return only one)
- Notice of Privacy Practices (please read – signature not required)
- Child/Minor Consent Form – 1 for each child (if applicable)

Thank you for contacting us, and we look forward to working with you.

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.