

Gabrielle Lawrence, Ph.D.
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Dear New Patient,

As a courtesy to all first time clients, we are hoping to simplify your first visit to the office. Dr. Lawrence will need you to fill out the 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. Visa or Mastercard are now being accepted. A small convenience fee is charge with credit cards. Checks can be made out to Gabrielle Lawrence, Ph.D. Also note, **should you need to cancel, you will need to 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 voicemail @ 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 filled out, signed and brought to the first session. At this time, Dr. Lawrence is not billing for insurance, but we will be happy to provide a superbill for the session if you would like to submit for any out-of-network reimbursements you might be entitled to. Please call the office to request this.**

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

We look forward to meeting you. Please call the office if you have questions.

____ **Private Pay Client Intake Form**

____ **Payment Policy Form**

____ **Consent To Treat**

____ **Intake History Form**

____ **Child/Minor Consent Form – 1 for each child (if applicable)**

____ **Notice of Privacy Practices (please read – signature not required)**

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

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