



Dear Emerge Counseling Ministries Client,

Welcome to Emerge! Our team of clinical and administrative professionals desire to provide you with the highest quality Christian mental health services. Now that you have scheduled your first appointment, here are some important details for you to know.

We have some important documents that require your attention. **Thank you for completing these documents prior to your first appointment. The following forms can be found here: <https://emerge.org/telecounseling/>. Below is an explanation of each form.**

- **CLIENT CONSENT FORM** – Please be sure to review this document and submit signature online.
- **CREDIT CARD AUTHORIZATION FORM** - This form outlines the payment arrangements that will be established. Please fill out online.
- **HIPAA ACKNOWLEDGEMENT AND AUTHORIZATION FORM**- Please submit one for each individual seen at EMERGE. This form is also online.
 - **NOTICE OF PRIVACY PRACTICES** -This brochure is found on our website and can be downloaded. It outlines important information regarding the privacy of your health information. Please review prior to your first appointment.
- **HISTORY FORM** - Please print one for each individual seen at EMERGE. There is one version for adults and a different version for children/adolescents. **Email to clientregistration@emerge.org.**

In addition, a photocopy of your State issued photo ID and Insurance Card must be emailed: clientregistration@emerge.org or faxed: 330-915-2364.

PLEASE NOTE: For **Minor Clients** (under the age of 18), a Parent/Legal Guardian is required to accompany their child and remain accessible during the child's first appointment. Please check with the clinician for the need of your ongoing involvement in the therapeutic process in subsequent sessions.

Current Custody Documents are required if the client is a minor with divorced parents or if the client is under the care of a guardian or Children's Services. This helps us to appropriately determine consent for care and access to confidential information. Please submit the full document along with the below forms.

Additional items that are very important to prepare for your first appointment:

- **Microsoft Teams** – This is the platform we use for telehealth appointments. Please download on your smart phone, tablet or computer. You must have video on whichever device you use.
- **Additional materials** you feel may be helpful to your clinician (e.g. reports, test results from schools, medical and/or mental health professionals, legal documents).
- **Your treatment goals.** How can we best serve you?
- **Your calendar/mobile device** for scheduling appointments.

Should you need to cancel your session, please contact Emerge Counseling Ministries as soon as possible (330-867-5603, option 3) so that we may reschedule you. **A 24 hour notice avoids a late cancellation fee.**

Even though counseling will be conducted over the internet, the psychotherapy/counseling treatment will be considered to take place in the state of OHIO (USA), and therefore, your clinician will follow the laws and professional regulations of the State of Ohio (USA).

Please know that we desire to be helpful to you and to make your experience at Emerge Counseling Ministries as beneficial and pleasant as possible. We always welcome your feedback and look forward to a productive and successful relationship. May God richly bless you!

Client Registration Team
Emerge Counseling Ministries
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