



## Informational Letter

Dear Client:

Thank you for choosing WellSpring Counseling Center. Please read the following important instructions:

- Prior to your first visit, please download and complete the following forms: Brief Questionnaire (Adult or Child), Notice of Privacy, Statement of Confidentiality, Financial Arrangements, Health Insurance Information Form, and Primary Care Physician Form. Please bring all completed forms to your first visit.
- Your **current insurance card(s) and a photo ID are required** in order to be seen for your first appointment.
- It is **your responsibility** to know your particular insurance coverage such as: **deductible, co-pays, coinsurance, and if an authorization for outpatient mental health services is required.** You can check this by calling the 800 number on the back of your insurance card. **Please have this information ready before your first visit.**
- If you do not have insurance, and intend to pay out of pocket, the initial appointment fee is \$150. The fee for a 45 minute visit after that is \$115, and the fee for a 60 minute visit (after the initial visit) is \$153.
- **Any out of pocket expenses are due at the time of your visit. We accept cash and checks only.**
- If you cannot keep your appointment, please notify our office 24 hours in advance. Please note that if you have been scheduled with Dr. Antoinette Cooper and do not give a 24 hour notice to cancel, you may not reschedule with her.

If you have any questions, please call us prior to your appointment at 330-896-0856.

Sincerely,

WellSpring Counseling Center Staff

\*Location: We are located at 1790 Town Park Blvd. Ste. C, Uniontown, Ohio 44685 just a mile south of I-77 off of Massillon Rd.