Mental Health & Substance Abuse
Welcome Letter

Blue Lotus, LLC; Growing Oak, LLC; Hold Fast Counseling Services, LLC;
Martin Counseling LLC; SuaSponte Center, LLC; and Willow Wellness Center, LLC

WELCOME TO OUR CLINIC!

We understand the amount of paperwork presented for review and signatures during your initial session can be overwhelming. We urge you to let us know if you need a break or if you have any questions as we completed the required paperwork. We thank you for your patience and understanding.

Forms: Enclosed you will find several forms for your review and signature. You may request a copy of any of these documents for your records. Forms include:

- New Client Information sheet, collecting demographic and insurance information
- Psychotherapy Informed Consent
- Use of Technology Informed Consent
- HIPAA Notice of Privacy Practices
- Summary of your client rights
- Information about filing a grievance

Contact Numbers: You may call the clinic at 920-896-0189 to make an appointment or to speak to someone. Our fax number is 920-239-6021. Clients may also call this number to speak with some in case of a mental health crisis. **Always, in the case of emergency, dial 911.**

Fees & Payment: We accept many forms of insurance, including Medicaid (Badgercare/ForwardHealth). **Please contact your insurance company to verify your benefits and authorized provider.** We will submit claims forms to your insurance company but cannot guarantee their payment. You are responsible for payments not received, including co-pays and deductibles.
We are committed to providing services to our clients. In the case of insurance, our fees billed are as follows:

Intake session - $180.00
60-minute session - $180.00
45-minute session - $120.00
Group session - $120.00

In the case of cash pay, please request our *Out-of-Pocket Price Sheet* for details. If you are not able to pay the full charge for services, please speak individually with your counselor.

Clinic Hours are by appointment. We look forward to working with you!

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Signature *Parent/Guardian (if applicable)*