



156 Milestone Way, Suite B, Greenville, South Carolina 29615
Phone 864-297-5377 Fax 864-297-6387

NEW CLIENT INSTRUCTIONS

Welcome to Keystone Counseling & Consulting LLC. Keystone does not have a receptionist therefore you will work directly with your therapist for all your needs. Please print, read, and complete the appropriate paperwork and remember to bring your insurance card to your first appointment.

Complete the information to the best of your ability and save any questions you may have for the therapist. Your therapist will need to collect all information, along with your insurance card, prior to your session start time.

Please read the Professional Disclosure Statement, Consent for Treatment, HIPPA, and Patient Agreement Forms in the comfort and privacy of your own home. Make note of Keystone's office hours, the office hours of your individual therapist, and the appointment no show policy.

When you arrive at your first appointment, help yourself to coffee or water. If you have to use the rest room prior to your appointment, they are located outside the office door to the left on the first level.

Your first session will primarily be used as an assessment of your situation. The therapist will ask questions relating to current situations and past histories and together you will create a plan for your treatment. Be prepared to provide a list of all medications as well as personal and family medical histories.

At the conclusion of each session you will make your next appointment directly with your therapist, as well as paying for services rendered. **Keystone accepts check or cash only.** Please make all checks **payable to Keystone Counseling.**

Keystone is dedicated to providing you excellent service in a comfortable, safe, and private environment. Welcome to Keystone!