

Clinical Counseling Services of Cincinnati
4055 Executive Park Drive, Suite 210
Cincinnati, OH 45241
513-469-6226

Dear Prospective Client,

Thank you for your scheduled appointment with Clinical Counseling Services of Cincinnati. Attached are the documents you will need to complete and bring with you to that appointment.

The documents include:

1. Consent to Treat
2. Client Intake Form
3. Client Rights and Responsibilities
4. Release of Information

Please read and sign the Consent to Treat and the Client Rights and Responsibilities forms. The intake form needs to be completed but does not require a signature. If client is a minor, please note the forms for minors are at the end of this packet and marked accordingly.

The Release of Information form needs to be completed by a couple if they are participating in couple's therapy. Otherwise, it is only necessary to complete if you want to give me permission to speak with someone about your treatment. We can discuss this further during your appointment.

If you have any questions about these forms, you may call me in advance or we can discuss them when you arrive for your appointment.

Thank you for time and your commitment to improving your mental health.

Sincerely,

Clinical Counseling Services Staff