Karitas Counseling

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Houston, TX 77084
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First Appointment Checklist

All of the following items **must be completed at least 24-hours before the day of your initial appointment**. *Appointments with incomplete intake documents will be rescheduled.* This will allow ample time to complete all verifications as needed and for therapists to review your clinical information. If this appointment is in person, please arrive at least 20 minutes before your appointment to complete the check-in process/complete all intake forms, and ensure your session begins on time.

You can send secure documents by secure fax to 281-377-6059 or or send by text to 713-316-9081.

For All Clients:

- ☐ Copy of your picture Identification Card such as Driver's License
  The licensing boards in Texas require for us to verify your identity for your initial counseling session.
- ☐ Copy of your Insurance card (front & back), only if using insurance OR Authorization # if using EAP.

- ☐ New Client Intake Forms, MUST be completed before the session begins.
  - Demographic Form (Information, Contacts, Insurance)
  - Clinical Form
  - Counseling Agreement (Informed Consent Form)
  - TeleHealth Informed Consent, for virtual sessions only
  - Release of Information to PCP, optional yet encouraged to complete
  - Release of Information, optional or needed if referred by CPS, etc.
  - Notice of Privacy Practices
  - Payment Authorization Form, required for telehealth sessions / optional for in-person.

- ☐ The Client Portal (https://www.therapyportal.com/p/karitas/) is a secure and convenient way to schedule/reschedule/cancel appointments, and review and sign documents. First time logging in, contact our office for assistance.

For Minor Clients:

- ☐ Complete all items listed under 'For All Clients'.
- ☐ Right to Seek Counseling for a Minor Form
- ☐ Divorce Decree or Custody Paperwork, if applicable
- ☐ Unaccompanied Minors Policy Form

For FMLA or Disability form requests:

- Complete all items listed under 'For All Clients'.
- Submit FMLA or Disability Forms to therapist in a timely basis. It is up to the client to coordinate all aspects of the leave request directly with the employer, HR or leave agency.
- Release of Information Form, authorizing contact with other parties as needed.
- Must participate in weekly therapy session, unless otherwise agreed with your therapist.