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Phone 864·297·5377

NEW CLIENT INSTRUCTIONS

Welcome to Keystone Counseling & Consulting LLC. Keystone does not have a receptionist therefore you will work directly with your independent therapist for all your needs. Please print, read, and complete the appropriate paperwork prior to the start of your first appointment. Keystone's independent therapists do not accept insurance payments or file insurance forms on the patient's behalf.

Please read the Professional Disclosure Statement and HIPPA Compliance. Complete and print Client Information Sheet, Consent for Treatment, Financial Policy, and appropriate Patient Agreement Form in the privacy of your own home. Make note of Keystone's office hours and the appointment no show policy.

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

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 therapist accept check or cash only.** Please make all checks payable to independent therapist LLC.

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