

Hi. I'm Alexandria (Alex) Carey and, if you're reading this letter, that means you have a therapy appointment scheduled with me in the near future.

"First Session" Forms

As we talked on the phone, there are 3 forms located on my website page that you will need to complete and bring with you to our first session. *Completing and bringing these forms with you ensures that we will be able to meet and begin the process of your therapy.* You will find them located under the heading "First Session" and are as follows:

- (1) Client Information for Alex
- (2) Agreement for Services for Alex
- (3) Informed Consent for Alex

There is an additional form available for your review entitled "Notice of Privacy," which includes information about the office policies and practices in place to protect the privacy of your mental health information. *This is for your information only. You do not need to sign this form or bring it to your first session.*

Health Insurance for Psychotherapy

As we discussed on the phone, many things are changing in the health insurance industry, and it is definitely to your advantage to contact your health insurance company so that you can understand and take full advantage of your mental health benefits. In particular, it would be wise to inquire about the following:

- (1) Does your insurance policy cover psychotherapy?
- (2) Does your insurance policy cover psychotherapy provided by Alex? Her licensure status is "L.I.S.W." and therapy is provided in an "Office" setting (*your insurance company may ask you about this*).
- (3) Does your insurance require a "preauthorization" for psychotherapy? For instance, if you have "United Health Care" or "United Behavioral Health Care" insurance, it is *highly likely* you will have to ask for preauthorization. If you do not obtain this preauthorization, your insurance company will not pay for your psychotherapy leaving you responsible for the entire amount.
- (4) Are your psychotherapy benefits subject to a deductible? If so, how much is your deductible?

- (5) How many psychotherapy sessions are you allowed on a yearly basis?
- (6) How much are you expected to pay at each session? This is typically called a "co-payment" or "co-insurance."

Please note that your co-payment is due at the beginning of each session.

Location

Our office is located in the "Executive Plaza" building - a five-story building across from "Lindale Mall." Our building essentially sits between "Taco John's" and "Home Depot." Our mailing address is: 4403 1st Ave. S.E., Suite 309, Cedar Rapids, IA 52402-3221.

Alex's Office: My individual office is located in the "Executive Plaza" building – Suite 313. In my reception area, you will notice a light switch located to the right of the door to my office. Please flip the switch and leave in the "up" position, letting me know you have arrived. Feel free to have a seat, and I will be with you shortly.

Parking: You will find free parking around the perimeter of the building with entrances in the front and at both sides of the building.

Other: There are restrooms conveniently located on each floor of the building. In addition, you will find two elevators in the main lobby. If you would like some water while you wait, please help yourself to the drinking water available in Suite 314.

If you have any questions before we meet or need to change your appointment time, do not hesitate to contact me at (319) 362-0632 extension "3." Please leave a message with your name and phone number, and I will return your call promptly.

I look forward to meeting with you soon.

Alexandria Carey, LISW
Licensed Independent Social Worker