



*Welcome!*

Dear Parent,

In order to effectively evaluate your child, we must receive all forms listed below 3 business days before your scheduled appointment.

1. Patient Demographic Form
2. PCP Release of Information Form
3. Therapist Release of Information Form
4. School Release of Information Form
5. HIPAA Form and Policy Acknowledgment
6. Parent Questionnaire (one per family)
7. CAPS Screening Tool (Child & Adolescent Psychiatry Screen)

To be filled out by EACH parent separately & by primary teacher- please print a copy for each individual filling out the form.

8. Copy of the front and back of insurance card
  - \* If forms are dropped off in our office we are able to make a copy
9. Forms for Teachers: Please print and give to your child's teacher
  1. Letter for Teacher
  2. Teacher Checklist
  3. CAPS Screening Tool

You may mail or fax the forms to us.

If these forms are not received in **3 business days** window before your appointment, we reserve the right to reschedule your appointment.

We look forward to working with your family in the weeks ahead.

Thank you for your detailed attention to this matter.

Sincerely,

*The Clinicians at NECHM*