Dear New Client,

Welcome to LifeWorks Counseling & Consulting. We are a team of dedicated professionals, and our entire team is ready to help you through every step of your counseling process. We understand that beginning this journey can be difficult, so we work to make the administrative parts as stress-free as possible. Following are a few pieces of helpful information, as well as some details you will need to take care of before your first visit.

Church Agreement

According to our telephone conversation, your church has agreed to offset the cost of your counseling sessions. Enclosed you will find a Church Agreement. You will need to have a church official complete this form and return it to us before your first visit. The church can choose to cover either a portion, or the entire cost of your counseling fees. Discuss this with your church official, so that you know ahead of time what your financial responsibility will be. Because this rate is a reduction of our typical fee, you may not file these sessions with your insurance company. You should come prepared to pay your portion of the session each time you see your therapist. We accept cash, personal checks, Mastercard, Visa, and Discover.

Intake Forms

Enclosed you will find intake forms to be completed prior to your appointment time. Please complete them in black ink. You should plan to arrive at your first appointment at least 10 minutes early to allow time for the support staff to complete the administrative paperwork before you see your therapist.

If you have questions or need any assistance as you prepare for your first visit, please feel free to contact us. We are here to serve you and look forward to seeing you soon!

Sincerely,

The LifeWorks Team

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