



## Instructions for New Clients - Gary Siegel LCSWR

**Here are the directions to sign up as a new client. The paperwork is mostly done on line.**

Go to my website : <http://garysiegeltherapy.com/>

See the links at the top of the page to the right, click on New Patients

Brings you to a portal – You will see my Name at the top and a box with links.

Bottom of the box see:

Haven't seen Gary Siegel before

then click: Register as a new patient/client

Then just fill in the fields, pretty straightforward.

That will get you set and registered with me and ready to come in.

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### **Next see the other two documents I sent to you attached (in this email)**

- 1. Insurance Information Sheet** – if you are using insurance, please call them and ask these questions.

That will set us up and make sure we have the info we need and that you are covered.

- 2. Standard Agreement** This is the basic agreement for entering therapy. Please print out and sign and bring to your first appointment.

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### **What else do you need?**

Bring your insurance card and a picture ID along with the above and we should be set.

Thank you for your help with all this.

Gary Siegel