

JEFFREY K. ZEIG, Ph.D.
CLINICAL PSYCHOLOGIST



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Dear New Patient:

Thank you for scheduling an appointment. Before arriving it would be helpful if you would take a few minutes to complete the enclosed forms. This will save time that can be used for treatment. All information that you provide is strictly confidential and will not leave this office without your written consent. See attached privacy statement. Also, please study the complete HIPAA Notice of Privacy Practices in the waiting room, for which you can request a copy).

If this is your first experience with psychological counseling, it is often helpful to prepare for your initial visit by generating a list of realistic goals. It will be good for me to know what outcome you expect. The last item to consider is your criteria for success (i.e., How will you know that therapy has been successful?). These thoughts do not have to be written down. It is beneficial to simply consider them. But, I would be glad if prior to the session you would email me your goals, criterion, and any other information that you deem important.

If you are planning to use insurance for payment, check with your insurance carrier to see if you need prior authorization, or if you have a deductible and the amount of your co-pay. Make certain to bring your insurance card with you. Please bring a copy of both sides of the card. If you are planning to pay out-of-pocket, you may use cash or check.

If for any reason you are unable to keep an appointment or need to change the date and time, please call the office in advance: 602-944-6529. I reserve the right to charge for appointments if I do not get 24 hours notice, and that fee cannot be paid by insurance.

Instructions on how to find my office: Office is at my home, 20th Street two blocks north of Glendale. Drive to the back of the house and enter the reception room door. Bring the Intake Sheet to the first session, or come early and complete the Intake Sheet found on the clipboard in the reception room. ALL Patients should read and agree to the Office Policies and Procedures, which can be found in the waiting room. Also, you are entitled to a printed copy of it. Sessions are scheduled for approximately 50 minutes.

I look forward to working with you to help you to accomplish your goals.

Sincerely,

Jeffrey K. Zeig, Ph.D.

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