

## New Client Information

Ron Edeal, MFT  
831-460-2550 ext.6  
3060 Valencia Ave. Suite 7  
Aptos, CA 95003  
ronedeal.com

I have a website, ronedeal.com and on the home page, on the right side is a column marked pages. Go to the fourth one down “Counseling Information” and click. That will take you to a page with information about what to do before you come to your session.

**Congratulations, you have the first form which will help you in printing up the additional forms you will need and instructions for your first visit.**

Mid way down the page, Counseling Information, you will see the names of four forms highlighted in blue. This form is the first one, one is for clients with insurance, the other two are necessary for all clients. You will need to bring these completed when you arrive for your first session. If you are unable to complete them before the first session, we can do that together at the beginning of your session, but it will take time away from your need to talk in session.

For Clients with insurance, make sure you read all the instructions on the “insurance inquiry” form. If your insurance denies payment, you are responsible to pay for any sessions not covered by your insurance company. However, I can fight the insurance denial with you, but not without that important information. That’s why you and I both need a copy of that information. Make sure you also bring a readable copy of the front and back of your insurance card.

At the top of this counseling page you will find the word “map” highlighted in blue. Click on the word. This is the best map of how to get to my office. Don’t try any other map search application as they can be very confusing.

I am on the second floor, second door on the right. The sign on the door will say “Relational Resources Waiting Room”. After you walk inside, look back at the doorway and on the right side you will see Business cards and light switches. Mine is on the top right. Flip that switch on and leave it on. It turns on a light in my office and I will come out to greet you.

**Cancellation Policy:** If you do not give me 24 hours notice that you cannot come; you are responsible for the full fee, even if you have insurance. I cannot bill insurance for a late cancel or no-show.