

Please print out and complete the patient information form, insurance form, BSI (brief symptom inventory) and sign the office policies. If you could arrive 5-10 minutes before the appointment to review and sign another form that would be great.

*Please read the following carefully:*

Location: My office is located in Midtown at 2509 Capitol Avenue in Sacramento 95816 which is between 25th and 26th street on Capitol Avenue. It's an older Victorian-ish house that has been converted to professional offices. It's painted beige and has a black front door. Unfortunately there is no signage out front. There is a Whisler company rug outside the front door.

Parking: there is FREE 2-hour parking on the side of the street opposite the building, and along 25th Street between Capitol and L. There is metered parking on the side closest to my office building and quarters are required til 6pm. I have extra quarters if needed. I recommend that you read the street signs to ensure that you are following the city of Sacramento's parking regulations.

Payment: I take cash or checks and payment is due at the time of service, at the beginning of the session. Please make checks payable to Jennie Gault, MFT. I can also accept Visa or Mastercard.

Insurance: For Anthem Blue Cross members; the co-pay is typically your office co-pay on your insurance ID card. I suggest you contact member services to find out if you have a deductible. For clients who are out of network; my policy is to take payment up front and then bill the insurance company.

Misc:

--I have a 48-hour cancellation policy so if you need to cancel or reschedule please try to give me as much notice as you can.

--Please walk up the front steps; the door should be open, please walk right in but text or call me if it is locked [916-532-4368](tel:916-532-4368) (It's preferred that you do not ring the doorbell as there are therapists who may be in session and we want to reduce the distractions).

--There will be a clipboard with paperwork for you to complete on the entry way table in the lobby. I will put a post-it note with your first name on it.

--Please help yourself to tea or coffee in the lobby and complete the paperwork there.

--I'll come downstairs to the lobby to greet you at the scheduled appointment time.

--The initial session lasts an hour, and sessions thereafter are 50 minutes in length.

I believe that covers everything. Please let me know if you have any questions. I look forward to meeting you!

Regards,  
Jennie Gault