



Welcome! We are excited to meet you and are looking forward to your upcoming appointment! We understand that coming to a counseling appointment can create some anxiety, and we want you to know what to expect and to feel as comfortable and confident as possible. This welcome packet will help you to prepare.

Included in this packet are the following:

- To-do checklist
- Directions and what to expect / do when you arrive
- Forms needed for your appointment – ***Please complete these at your earliest convenience, but at least 24 hours prior to your appointment.***

To-Do checklist:

- ☐ Create your portal account.
- ☐ Complete an Intake Form (s). This form asks questions about your history and current experience that will help your therapist plan how to best care for you. ***Please complete this form on your computer rather than phone to ensure that information saves properly (phones often lose the information).*** Answer the questions until you get to the end and click “Submit.” (There will be a few pages). You can expect to spend approximately 30 minutes on this form, depending on how thorough you are. Please see the “Forms Needed” page of this packet for the forms necessary for your type of appointment.
- ☐ Sign a Standards and Policies for your therapist. You will find your therapist’s name in the list under the “Standards and Policies” heading on this page: <https://abundantlifecounseling.com/forms>. This is a “read and sign” form that you can sign with your finger or mouse on your phone, computer, or tablet. It should be super easy to complete, just be sure to read it first so you know what you are agreeing to!
- ☐ Review the “Preparing for your appointment” page of this packet. If your appointment is in-person, please acquaint yourself with our location and what to expect when you arrive. Sometimes clients share that their GPS tried to take them to an incorrect location. We want to minimize stress so that you can arrive as relaxed and confident as possible. We are excited to greet you when you arrive!
- ☐ Complete the Payment Authorization Form (if one was shared with you through the portal). This is only necessary if your appointment is virtual, at the Kyle or Georgetown locations, or will be at a time when administrative staff is unavailable to swipe your card or receive payment. (If we need one from you, we will send it to you, so if you didn’t get one, you are good!)



Preparing for your Virtual Appointment:

You can expect your therapist to send you a link for your session the morning of your appointment. Each session has its own link. We use a HIPAA-compliant version of Zoom.

Please make sure you have completed a Payment Authorization Form so that we can run your payment after your session. ***If we do not have a form of payment on file for you, your therapist will be unable to meet with you for a virtual session.***

Preparing for your In-Person Appointment:

North Austin Location Information:

<https://abundantlifecounseling.com/north-austin>

When you pull into Lake Creek Office Park, our building is at the entrance on the left. Check-in is in Suite 1. We will be here to greet you! If we are on the phone when you arrive, please help yourself to coffee, hot tea, or water if you wish, (hot teas, creamers, and lids are in the drawer with the two knobs, so don't be shy!) and we will be with you shortly. If you prefer to wait in your car due to COVID, just let us know and your therapist will come look for you when it is time.

Georgetown Location Information:

<https://abundantlifecounseling.com/georgetown>

Our Georgetown office is in the Village Lake Office Condominiums complex on Williams Drive. It is easy to miss the turn-off, but the picture of the entry sign is beside the directions on the Georgetown page of our website (at the bottom). Acquainting yourself with that picture so you know what to look for will help! We are in Building 3, Suite 301. There are four names on the door and Abundant Life Counseling Services, P.A. is one of them. There is a small waiting area at the front entrance. The restroom is down the hall on the right. You can take a seat in the waiting area and your therapist will come get you when it is time for your session.

Kyle Location Information:

<https://abundantlifecounseling.com/kyle>

Please park in the back parking lot and enter the building through the back door (up the ramp) into a small waiting area where your therapist will meet you when it is time for your session.



All of our intake forms can be found on this page: <https://abundantlifecounseling.com/forms>

Individual Adult (ages 18 and up)

- ☐ Standards and Policies for your therapist
- ☐ Individual Adult Intake

Couples

- ☐ Standards and Policies for your therapist, signed by both of you (or two – one for each of you)
- ☐ Couple Intake (one for each of you)

Adolescents

- ☐ Standards and Policies for your therapist – If the client's parents are divorced, custody documentation reflecting legal right to make medical decisions for the client will be required.
- ☐ Adolescent Intake for Parent – (One parent can supply this, or each can submit one, or both parents can collaborate – whatever you prefer. This is just your time to tell the therapist what you think they need to know. Please also be advised that your therapist will likely want to meet with you during the first session for part or all of the session).
- ☐ Adolescent Intake for Adolescent

Children

- ☐ Standards and Policies for your therapist – If the client's parents are divorced, custody documentation reflecting legal right to make medical decisions for the client will be required.
- ☐ Child Intake for Parent – (One parent can supply this, or each can submit one, or both parents can collaborate – whatever you prefer. This is just your time to tell the therapist what you think they need to know. Please also be advised that your therapist will likely want to meet with you during the first session for part or all of the session).

Families

- ☐ Standards and Policies for your therapist, signed by both parents and adult children
- ☐ Couple Intake (one for each parent)
- ☐ Adolescent, Adult, or Child Intakes for each person (follow instructions indicated in previous sections, depending on age).