

ADOLESCENT & FAMILY COUNSELING CENTER[®]



The Republic Building
350 South Main Street (Suite 23)
Cheshire, CT 06410

Cheshire
203 271-1234

Meriden
203 639-1234

The Metz Building
72 North Street (Suite 205)
Danbury, CT 06810

Danbury
203 790-1234

<http://www.AFCCenter.Org/> Fax: 203 272-9094

Director: Herbert Jay Rosenfield, ACSW, LCSW, BCD

To: New Clients here at the A&FCC
From: Herbert Jay Rosenfield, LCSW, Director
RE: **An Introduction to Our Practice**

Welcome to the Adolescent & Family Counseling Center!

Thank you for your making an appointment for an Intake Interview here with one of our professional staff members. The A&FCC is a multi-disciplinary, outpatient private practice celebrating our 30 years in practice! We are comprised of a group of caring, trained, experienced mental health therapists, educators, and health professionals who work together with you in the process of "*Helping You Solve Life's Problems.*"[™]

Certainly, everybody who is beginning therapy has some amount of distress caused by the reasons he or she is seeking our assistance. And starting counseling causes its own tensions. With that in mind, we want your experience in beginning therapy here as comfortable as possible. We are mailing to you the enclosed items of information and the necessary forms that we ask you to complete. Instead of making out any forms in our waiting room, please read the accompanying materials in the privacy of your own home, complete those forms marked (#), sign those forms needing your signature, and bring them with you to your Intake Interview appointment.

Enclosed are:

- The business card of the staff member with whom you are scheduled
- Your appointment card
- Directions to the A&FCC
- (#) "Client Information Form"
- "Notice of Privacy Practices"
- (#) "Privacy Acknowledgement" signature form
- (#) "A&FCC Financial Practices" agreement form (2 copies; 1 for your records)
- "An Explanation of our Policy regarding Missed and Broken Appointments"

There is parking in front of and at the rear of the Republic Building. Our Waiting Room is on the middle level of the building. **Please bring with you:**

- (a) those (#) completed forms;
- (b) your insurance card, so that we can make a copy;
- (c) your driver's license [required since September 11th for identification purposes]; and
- (d) your co-payment, expected at the time of your appointments by check or cash.

Thank you for your trust and for the opportunity to work with you -- as a team -- toward deciding upon your goals and accomplishing them in this valuable counseling experience.