## Sally Kennedy, Ph.D., LLC

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## **Checklist for Forms**

Below is a list of all forms required for submission <u>AT LEAST</u> two days prior to your initial appointment. Failure to do so will result in rescheduling of your appointment. Please use this as reference to ensure completion.

- □ Client information
- □ Billing Information
- □ Request for Confidential Handling of Health Information
- □ Acknowledgment of Receiving Policies and Practices
- □ Psychotherapy Treatment Agreement
- □ Electronic Communication Policy
- □ Insurance Release of Information
- □ Billing Release of Information (if you are sending statements to a second party)