

Welcome Letter

Dear _____,

Thank you for contacting me to set up an appointment. Our first appointment will last 60 minutes. If you aren't able to keep that appointment, please give me 24 hours notice.

It is common for those new to therapy, or those returning to therapy with a new therapist to feel both eager to get started and uncomfortable about starting the process of therapy. This is quite normal. In most cases, any discomfort or apprehension dissipates over the first few sessions. If you have questions or concerns that you feel you would like addressed before this appointment, please call so that we can discuss them. I also invite you to visit my web site (www.MicroGell.com), if you haven't already, to find out more about me and my practice.

During our first session I will be asking you what your goals are in starting therapy. You may find it helpful to jot down some notes about what you want to get from therapy, so that we can discuss these. I have attached an excerpt from Deborah Lott's book, "In Session" that you might find useful as you prepare for our first session together.

Please complete the attached forms and bring them with you for your first session. Your answers on the questionnaire will help me get to know you better, and will speed the intake process and information gathering that happens during the first few sessions.

Please bring any health insurance cards you have so that I may copy the information on them for billing purposes. It would be helpful for you to contact your insurance company before our first session to find out what your co-payments are for out-patient mental health, as well as what your deductible is. You should also find out how much of your deductible has been paid.

My fee per session is \$170.00 for a 60 minute session. I ask that you pay your co-payment at each visit. If you would like to make other arrangements we should discuss that during our first session.

When you arrive at my office, look for a keypad at the bottom of the stairs, in the waiting room. Press the button lettered "G" to let me know that you have arrived.

I look forward to meeting with you.

Sincerely yours,

Michael Rogell, Ph.D.