

2021 Insurance Update Form

As in previous years, we will need an updated 2021 insurance form with signatures in advance of your first appointment in 2021 to continue your treatment. However, this year we are attempting to make it a bit easier for you to complete this in a 'contactless' manner.

Here are your options for providing us with the updated forms for 2021:

1. Download the Adult Update Form for 2021 from our Web Site – www.counseling-health.com
The form itself is located under the link on the left of the home page that says – Intake Forms for 2021. You can also stop by the office to pick up a printed copy. REMEMBER – MASKS ARE REQUIRED to be worn when in our office for any reason.
2. If you download the form you can either print this form on your printer, or you can open it on your computer. When you open it on your computer it should present you with an electronic version of the form that you can fill out on your computer. If not, then you will have to print it out to complete it.
3. If there are NO changes for 2021, you can just complete the top section up to and including the question regarding any changes since your last visit. If there were changes then complete the rest of the form as indicated.
4. Everyone, regardless of there being changes or not, must sign the form at the bottom and return the completed and signed form to our office. For most people who complete the form on their computer this will be easiest if you just print out the completed form on your printer and then sign it.

To return the completed form:

1. You can either
 - a. Email the completed and signed form by scanning the completed form back into your computer and then emailing the scanned image as an attachment -or-
 - b. Email the completed and signed form by taking a picture of the completed form with your phone (be sure to get the entire page, including your full signature in the picture) and then sending that picture via email as an attachment.

The email address for both options will be: catherapist@gmail.com

IMPORTANT – emailing the completed form using either of the two options above is not considered HIPAA compliant as it is not considered secure. If you would like to return your form in a HIPAA compliant manner, please do one of the following:

1. Send the completed and signed form back to our office via the USPS:

Central Florida Counseling
1514 W Main St
Leesburg FL, 34748
Attention: Staff

2. Contact our office to request a secure file upload link by sending an email to: admin@counseling-health.net with a request to send you a secure forms upload link. This email will contain the instructions regarding how to send your completed and signed form back to our office in a HIPAA compliant manner.
3. And remember, you can also just stop by the office and drop it off 😊 like you have done in the past.

If you have any questions, please contact the office at (352)365-6506