Use of Client Information

Please specify how I may contact you (check all that apply and provide information):

- ☐ home phone: _____ voice msg / call back # only (circle one)
- ☐ cell phone: _____ voice msg / text msg / call back # only
- ☐ other phone: _____ voice msg / call back # only (circle one)
- ☐ email: _____
- ☐ home address:

  _____
  _____
  _____

Would you like me to contact you with reminders the day before your appointments? (check preferred method and provide information – without information, reminders will not be sent)

- ☐ email: _____
- ☐ text msg: _____ (must provide phone number)

_____

Client Signature Date

Record of Disclosures

Date	Reason for Disclosure	Disclosed to Whom / by Whom	Authorized?	Method – Phone/Fax/ Mail	Information Disclosed