

Please use Black Ink Only for all documents

NEW PATIENT Intake Requirements

Clients are required to provide:

- ✓ Picture ID
- ✓ Court Document with Proof of Legal Custody, or Guardianship of children. Services cannot be provided without documentation
- ✓ If the child is in CPS custody, child's CPS worker must be present at the time for admissions process and the intake appointment. CPS worker must fill out releases for anyone able to bring the child to appointments or discuss information with our office regarding the child. Services will not be provided these signed documents.
- ✓ Social Security Number
- ✓ Insurance Card
- ✓ List of Current Medications
- ✓ Proof of residency

Proof of Income:

PLEASE PROVIDE ONE OF THE FOLLOWING:

- ✓ Copy of current pay stub
- ✓ Copy of Prior Income Tax Return with W-2 Form
- ✓ Public Assistance Eligibility Documents
- ✓ Alimony/Child Support Documents
- ✓ Award letters for Retirement Income; Social Security, or Unemployment Compensation

Old BALANCES must be paid in Full before your case can be reopened.

IF YOU ARE NOT WORKING

You will need to provide a letter of support from the person who takes care of your living expenses (**NO EXCEPTIONS**)

Without **ALL** required documents, you may be charged our full \$150 fee, per visit.

Mail all documents to: Gulf Coast Mental Health Center, 1600 Broad Avenue
Gulfport, MS 39501