



**LOUIS LAVES-WEBB**  
LCSW, LPC & ASSOCIATES  
PSYCHOTHERAPY FOR ADULTS, ADOLESCENTS, AND COUPLES

[www.LouisLaves-Webb.com](http://www.LouisLaves-Webb.com)

(512) 914-6635

### **Instructions for Client Forms**

Please complete the following forms, as indicated below, and bring them to your first session. Alternatively, you may arrive 30 minutes early to complete these forms in the waiting room.

<b>01 Notice of Privacy</b>	All adult clients or guardians of clients must read and sign this form.
<b>02 Office Policies</b>	All adult clients, guardians of clients, or individuals taking responsibility for payment of fees incurred by an adult client (See form 05) must read and sign this form.
<b>03 Confidential Client Information</b>	All adult clients or guardians of clients must complete all applicable fields in this form. Guardians of clients must also complete this form for the client or assist the client in completing all applicable fields in this form.
<b>04 Request and Authorization for Release of Information</b>	Complete this form if there is a specific individual (physician, psychiatrist, therapist, family member) that you would like Patrick Turbiville, LCSW to be able to communicate with regarding the client's treatment.
<b>05 Responsibility for Payment by a Third Party</b>	If another individual is responsible for paying fees for an adult client, that individual should complete the top portion of this form, in addition to form 02. The client should complete the bottom portion of this form.
<b>06 Credit Card Payment Authorization</b>	Complete this form if you would like to authorize Patrick Turbiville, LCSW to manually charge your credit card for services provided without the client, client's guardian, or responsible third party present.

If you have any questions about completing these forms, contact Patrick Turbiville, LCSW or bring partially completed forms to your first session.