Taking Care of the Paperwork

1. Before we can begin our work together, we need to get some paperwork taken care of. You can find the relevant documents in our website on the "Appointments" page. Here is the link to that page: www.hawkinsandball.com/appointments Click on the link, press the control key, and left click to go to that page. We probably have already sent you these documents and if so, you can find them in your client portal.
2. The most important document you have to complete is the Information and Consent form. It's most important because we cannot do anything else for you until it's completed and delivered to us. So, download and print it. Then read and complete the form. If you have any questions or need help, send your queries to admin@hawkinsandball.com.
3. After you have fully completed the Information and Consent form, scan it to make a PDF file of it and send that file to us as an email attachment.
    a. If you have access to a scanner, this is easy. Just run the scan of the fully completed form, save it, and attach it to an email you send to us.
    b. Many people do not have access to a scanner. If that is your situation, you can use the Adobe Scan app for iOS or android (depending on your phone, Apple or android based) downloaded from your phone's app store. You will use your phone to take pictures of each of the pages in the consent form sequentially. It's not too hard but you may wish to play with it a little bit to make sure you can get the whole form into a single sequenced document.
4. If you don't want to mess with all this, you can mail the document to PO Box 971, Commerce, Texas 75429, but email us to let us know to look for it. Or you can put it into unfolded into a letter-sized envelope, address it to us, and drop it by the office. Don't go out of your way on this last one unless you know for sure someone will be there. Text us to make sure.
5. The problem is that we cannot legally start to work with you until we have your consent. In the worst case, though, we can just have you bring it in on your first appointment, which will thus be necessarily shortened, so we can create an optimal assessment or preliminary treatment plan for you.
6. Complete the Life History Questionnaire (LHQ) following the same procedures outlined in steps 2 through 5 above. We rely on this information to begin planning for your assessment and/or treatment. If you are the parent or guardian of the client, use the "for another" form. If you are the client, use the "Client completed" form of the LHQ
7. The Notification of Privacy Rights document provides you information about your rights as our client, especially with regard to your private health information (PHI) and related matters. Peruse it at your leisure.