



The Children's Hospital

www.thechildrenshospital.org

OUTPATIENT BEHAVIORAL HEALTH CLINIC
Department of Psychiatry and Behavioral Sciences

Welcome New Patient

Thank you for choosing The Children's Hospital. To help us get to know your child, and to help you understand the policies of our clinic, please provide us with the information listed below. It is important that we receive these records for review prior to scheduling an appointment as they will be used to determine the most appropriate service for you and your child.

- ❖ Intake Questionnaire-must be completed & returned prior to scheduling an appointment
- ❖ Pre-registration form-include a copy of the front & back of your insurance card
- ❖ Clinic No-Show & Late Show Policy-must be signed and returned to the Clinic
- ❖ Billing & Deposit Letter-must be signed and returned to the Clinic
- ❖ Primary Care Physician Referral – your pediatrician may fax or mail this to the address below. We will provide regular updates to your pediatrician unless you inform us in writing of your desire for us NOT to do so.
- ❖ Parents who are divorced, or are divorcing and share custody, please note we will need one of the following:
1) a signed consent from both parents, or 2) a copy of the custody agreement designation, parental decision-making rights, or 3) both parents to participate in the intake evaluation appointment.

Once we have received the completed forms listed above, we will contact you to schedule the Intake Evaluation. Completing this work in advance will help us determine the appropriate clinician to see your child and will enable the therapist to spend more quality time with your child in their first session. Intake evaluations are conducted by a psychology intern or extern, or a licensed clinical social worker. Your child will not be seen by a physician during the intake evaluation. However, after the completion of the intake evaluation, the clinician who evaluated your child will discuss your child's needs and possible treatments with our faculty psychiatrists, psychologists and other clinicians.

You may mail, fax or drop off the completed form to:

Outpatient Behavioral Health Clinic
The Children's Hospital, Box B-130
13123 E. 16th Avenue
Aurora, CO 80045
Fax: (720) 777-7311

We are located on the 4th floor of the Gary Pavilion, just north and east of the main hospital on Victor Street. You will see the check-in desk when you exit the elevator on the 4th floor.

Free parking is provided on the first floor of the parking structure on Victor Street across from the Gary Pavilion. Bring your parking ticket to the security desk just inside the Gary Pavilion door for validation.

We look forward to meeting you. If you need additional information, please call the clinic at (720) 777-6200.