

Dear Parent(s)/Legally Authorized Representative(s),

Thank you for choosing MHMR Services for the Concho Valley for your mental health care needs. This cover letter and attached page are designed to prepare you for the intake process and explain certain requirements.

In order to conduct an intake, the patient **MUST** be accompanied at the appointment by the biological parent or other legally authorized representative. Documentation regarding guardianship will be verified before the intake appointment begins. If legal guardianship cannot be confirmed, the intake appointment will be rescheduled.

The purpose of an intake appointment is to determine if the patient is eligible to be admitted into services with the Center. Medications are not prescribed at an intake appointment. A proper and thorough intake appointment can take up to TWO hours. Please make arrangements in your schedule to be at the Center for the entire two hours.

In order to make your upcoming intake appointment run smoothly we ask that you bring the following documentation.

- Proof of Guardianship
 - Birth Certificate- The center will need this for every child.
 - Divorce Decree- If child's biological parents are divorced, the center will have to have a copy of the divorce decree.
 - Adoption Decree- If the child has been adopted, the center will have to have a copy of the court paperwork granting the adoption.
 - Medical Consenter Form- If the child is in CPS custody, the center will need to have the Form 2085 B- Medical Consenter Form that appoints someone as the child's medical consenter and that specific person must attend the appointment with the child.
 - Any other legal paperwork that appoints someone as the child's current legal guardian (e.g. Child Support Review Order, Suit Affecting the Parent Child Relationship)
- Insurance Card (if applicable)
- Proof of monthly household income - The center needs this for all patients that have Medicaid, CHIP, or no insurance.

We look forward to seeing you soon!

