**1002 Unity Court**

**Monroe, NC 28110**

**Phone: (704) 283-0028**

**Fax: (866) 750-0856**

Dear Parent / Guardian,

Enclosed, please find our Start-Up Packet for your completion so that we can begin providing valuable therapeutic services to your child.

Inside the Start-Up Packet, you'll find the following:

- General Information Sheet **(with Instructions related to returning other documents noted)**

- HIPAA Notice of Privacy Practices

- HIPAA Notice of Privacy Practices Acknowledgement

- Introduction and Consent Form

- Scheduling Policy

- Therapy Service Agreement

- Informed Consent and Waiver

**-** Patient Rights

- Transfer or Discharge Policy

- Informational Forms Acknowledgement

As stated on the 2nd page of the General Information Sheet within the Start-Up Packet, we do need all information completed and back from you as soon as possible. There are a variety of ways in which to return this information to us. If you have any problems or questions, please feel free to contact me at any of the numbers below.

We're so glad to be involved in your child’s therapy and development. We really look forward to working with you soon.

Sincerely,

Missy L. Wojtczak

Full Circle Pediatric Therapy, Inc.

Office Administrator/Owner

(704) 283-0028 (landline)

(704) 219-0249 (cell)

(866) 750-0856 (fax)

Enc.