



Mind, Body, Heart & Spirit

Wellness ♦ Personal & Professional Growth ♦ Community Development

Chani Phillips, Ph.D.
Licensed Mental Health Counselor

NEW CLIENT INSTRUCTIONS (website)

To become a new client and start your healing journey with Dr. Phillips, please do the following:

1 - Please read and complete these New Client Forms:

- This document: “NEW CLIENT INSTRUCTIONS”
- “HIPPA-CLIENT AGREEMENT”
- “CLIENT INFO”
- “E-MAILAUTH”
- “AUTO CC PAY”
- “INSURANCE BENEFITS”

Call your insurance to ask if Dr. Phillips services are covered under your plan for outpatient mental health and what your benefits are.

2 - Send Copy of Insurance Card

Send a copy of your insurance card (front and back) to our office, along with your name, email, birthdate and phone number via:

Fax: (509)-457-4104 OR Email: MBHSbilling@gmail.com

3 - Appointment

After you submit the above information, please call our office for an appointment: (509)-966-1700.

I will look forward to our work together!

Dr. Chani Phillips