

Documentation Required for Review

To conduct an assessment, Assure Therapy Center requires the submission of the following documents for review:

1. Medical and Mental Health Records

- Previous psychological or psychiatric evaluations
- History of mental health diagnoses and treatments
- Records of current and past medications
- Hospitalization records (psychiatric and medical), if applicable

2. Relevant Court Documents

- Current court orders, judgments, or custody agreements
- Documentation of legal proceedings related to mental health or family matters
- Guardian ad litem reports, if applicable

3. Educational Records (if applicable)

- Individualized Education Plan (IEP) or 504 Plan for minors or adults with special needs
- Academic performance reports, attendance records, and disciplinary actions

4. Therapy and Counseling Records

- Progress notes or summaries from current and previous therapists
- Discharge summaries from any previous counseling or psychiatric services
- Written consent for the evaluator to contact previous providers

5. Employment or Financial Records (if relevant)

- Work evaluations or employer documentation related to behavioral or performance issues
- Disability documentation, if applicable

Continue to next page

6. **Substance Use History**

- Documentation of any substance abuse treatment or rehabilitation programs
- Results of recent drug screenings (if required by the court)

7. **Personal Statement**

- A written summary outlining my concerns, goals, or any other information relevant to my mental health assessment

8. **Family or Social Support Information (if relevant)**

- Contact information or documentation from family members, caregivers, or other individuals who can provide relevant insights into my functioning. This is typically provided in child custody, parental, & targeted assessments.

How to Submit Documentation

Please submit the requested documentation to me prior to the first appointment. You can do this by visiting the website www.assuretherapycenter.com and selecting the “Document Submit” option. This is a secure method to send documentation directly to the provider.

If you are unable to submit the documents online, you must bring all the requested documentation to your first appointment. The provider cannot proceed with your assessment until all pertinent information has been received.