

**James R. Parks, M.D. PLLC**  
**Child & Adolescent Psychiatry**

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Dear Client:

Thank you for the opportunity to work with you and/or your child. I look forward to providing top-quality psychiatric services. Enclosed in this packet is important information about the services I offer and forms for you to complete in preparation for our initial appointment.

You will need to complete all of the enclosed paperwork and gather other records before your first appointment. Please mail the paperwork back to my office or bring the paperwork in with you to your initial appointment. The new intake form contains the following:

- Notice of privacy practices
- Office policies and procedures
- Child and adolescent patient questionnaire
- Informed consent/consent to treatment
- Authorization to release medical records

Other materials needed at your first appointment include:

- Your insurance card
- Government ID for patient and, if child is a minor, a government ID for guardian. **(Please note this request for patient identification is required by HIPAA)**
- Copies of previous evaluations (if applicable)
- Custodial documentation (if applicable)

I may also request additional records and materials in order to provide quality services. Please call me if you have any questions or concerns. I want to make this a helpful experience for you. I truly appreciate the chance you have given me and look forward to working with you or your child.