

Innovative

Intake and Admission Process: What to Expect

1. Process begins with an initial call to our office. This is either done by the patient/guardian or the referral source. Once contact is made, the office will schedule an initial intake assessment. An assessment by a licensed therapist must be completed before any services, including medication management, can begin.
2. Patient/guardian is to arrive 10-15 minutes before appointment to complete intake packet and consents. Intake paperwork is also available for download via our website, www.innovativepsych.org. Front office will obtain a copy of ID and insurance card for our records, as well as copies of any other pertinent documentation (i.e. IEP, previous assessments, or recent testing).
3. When intake packet is complete, the therapist will take patient/guardian to assessment room for intake interview. If patient is a minor, guardian must be present for at least a portion of the interview. At times, it is necessary for the therapist to gather additional information by meeting with the patient or guardian alone.
4. After interview is complete, therapist will educate on the programs and review recommendations for treatment with patient/guardian.
5. Patient/guardian will have follow up appointment scheduled within the recommended program and will receive a reminder of appointment time. Patient/guardian will be able to meet with our financial advisor at this time as well.

We look forward to working with you!

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Psychiatric Solutions

