

Instructions for filling out the forms

The forms are confidential— no one will see the forms except for Dr. Cliff Heegel (unless it is necessary for insurance billing purposes). Some of the forms may take a significant amount of time to complete. Some persons take about 45 minutes. If the form is for a child or dependent teen, parents or adult caregivers should fill the form out.

Fill out the form as best you can. Do your best to write neatly.

It is important to be as complete and as open as you can be.

If you are planning on copying, faxing or scanning the form, use a black felt tip pen or something comparable.

If you have questions or confusion about a part of the form, make a note of it and explain your question or confusion. If you need more room, just use more paper.

If there are things you think are important that were not made clear, please include them on additional pages.

If the form is for a child or dependent teen: If the child or teen lives in two households, have the adult who knows the child the best in each household fill out a form for the child. If that adult will not fill out the form or you will not allow that adult to fill out a form, please explain why on an additional page.

When the form is complete, please get it to Dr. Heegel.

Fax/E-mail/Mail the forms to:

Mail: Dr. Cliff Heegel
4746 Spottswood #361
Memphis, TN 38117

E-mail cliff@askdrcliff.com

Fax (901) 328-1592