

Richard H. Stout, MS, NCC, LMHC

Adult * Child * Adolescent Psychotherapy

Florida Licensed Mental Health Counselor (# MH0003568 , National Certified Counselor (NCC # 38963),
Certified Clinical Criminal Justice Specialist (#14018) by the National Assoc of Forensic Counseling,
Certified Traumatologist (#1103)
Florida Supreme Court Certified Divorce Mediator (# 4938F)

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Website: richardstout.com

Appointments / Re-schedules / Cancellations email: counseling@richardstout.com

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Dear New Patient,

Welcome! I commend you for seeking our services.

Before you arrive for your appointment, it is important that you complete any forms enclosed, and bring them with you. When you arrive for your initial visit, we will make a copy of your Insurance Card and Driver's License, or if possible, make copies ahead of time and bring them.

We will also collect any fees or co-pay for services at the time of your session.

Patient: _____.

Appointment Date & Time: _____.

Day: MONDAY / TUESDAY / WEDNESDAY / THURSDAY / FRIDAY / SATURDAY

We are located in Legacy Village Office Park on Lake Mary Blvd., about midway between I-4 and Hwy. 17-92. Traveling from Hwy. 17-92 we are immediately past Longwood Lake Mary Road on your right. OR Traveling from I-4, you will make a U-Turn at Longwood Lake Mary Road , then we are on your right. Our office is in the smaller stand-alone building behind the main front row of offices.

If you must cancel this appointment, kindly give 24 hour notice.

I look forward to meeting with you!

Sincerely,

Richard H. Stout, MS, NCC, LMHC

PLEASE NOTE!

**** Many Insurance and EAP (Employee Assistance Program) providers require Pre-authorization for coverage of Mental Health services. Please call the phone number on the back of your insurance card to obtain your authorization number, and bring it with you to your session.**

***** If Pre-authorization is required, but not obtained, you will be responsible for the full session rate.**