### **North Springs Psychiatry & TMS Center**

7660 Goddard St, Suite 130 • Colorado Springs, CO 80920 Phone: (719) 639-2486 • Fax: (719) 375-1039 • www.northspringspsychiatry.com

#### **About Our Forms**

Our forms are fillable for your convenience! Please submit the forms using one of the options below.

To submit the completed forms:

#### **Option 1:** On your computer

- a. Complete the forms by clicking into each field and filling in the information
- b. Email completed, unsigned forms to <u>Admin@NorthSpringsPsychiatry.com</u>. We will have them printed and ready to sign at your appointment.
  - i. Click "Print"
  - ii. Change printer to "Save as PDF" and save to your desktop. Attach to email.

    Destination

    Save as PDF
- c. Or, print out the completed forms and bring them to your appointment.

Change...

## **Option 2**: Print and complete by hand

- a. Print the forms
- b. Fill out the information by hand
- c. Sign forms and bring to your appointment

If you have any questions please reach out to our office.

We look forward to seeing you soon!

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#### CREDIT CARD AUTHORIZATION

Name on authorized credit ca	rd:			
Credit card #:				
Expiration date:				
Billing address:				
City:	_ State:	Zip:		
I, the undersigned, authorize for a failed appointment whic with less than 24-hour notice charged to my credit card. I u scheduling privileges or disch	th includes missice. Unpaid balance anderstand that conditions that conditions are the conditions.	ng a scheduled a es upon discharg declined charges	ppointment without no ge from the practice will may result in loss of	tice or
Signature:		Da	nte:	
Printed name:				