

## **Directions for returning new patient paperwork:**

### **Email**

You may email your paperwork to [info@ccsroa.net](mailto:info@ccsroa.net) once it is completed along with a copy of the front and back of your insurance card and a photo ID. Once received, a staff person or your counselor will be in contact with you to schedule an appointment ( if an appointment not already scheduled).

### **Fax**

You may fax your paperwork along with a copy of the front and back of your insurance card and a photo ID to 540-343-1576 “Attention Scheduling”. Once received, a staff person or your counselor will be in contact with you to schedule an appointment ( if an appointment not already scheduled).

### **Mail**

You may mail your paperwork along with a copy of the front and back of your insurance card and a photo ID to:

Comprehensive Counseling Services

1115 First Street, SW

Roanoke, VA 24016

“Attention Scheduling”

Once received, a staff person or your counselor will be in contact with you to schedule an appointment ( if an appointment not already scheduled).

### **In person**

You may drop off your paperwork in person at our office if you would like. Our office is currently open the limited hours of Mondays from noon to 5 pm and Wednesdays 10 am to 1 pm due to Covid- 19.

Please have either a copy of the front and back of your insurance card and ID or have it available to be copied when you come. Once received, a staff person or your counselor will be in contact with you to schedule an appointment ( if an appointment not already scheduled).