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Welcome New Client!

You have made an important step in improving your life and situation by seeking help from a dedicated professional, educated and experienced in the areas in which you have expressed needs. Let me personally congratulate you for that first step, often a difficult one to make. Know that through the course of our visits and your counseling, you will be treated with respect and dignity, your confidences will be guarded carefully, and your safety protected. My office, as well as the church that surrounds it, is committed to you and to your progress. You are valued highly here!

This information sheet is designed to help you get ready and arrive on time for your appointment me. If you have any questions about anything discussed here, please don't hesitate to call me. I welcome calls on my cell phone at the number above between 9 am and 9 pm. Naturally, for my clients with emergencies, I am available at any hour. I'm truly interested in your well-being and hope to earn your trust and confidence soon.

Attached to this email you will find a form to complete in anticipation of your first visit. Please complete it with *Word*, save it under your name, and return it to me via email as soon as possible. I ask for this form in advance so that I can be as well-prepared as possible for our visit. **Please start on page four**—we can do pages 1-3 quickly during our time together. **Pay careful attention to the last question**, highlighted and in color on the form. **Write as much as possible.**

Time and money are things we must all be good stewards of: in addition to completing the form, **I appreciate your being on time.** I'm frustrated by doctors who don't see their clients at the time appointed. I value your punctuality and thank you in advance for it. You can count on mine in return!

My office is located inside a church. Park on College Avenue, paying attention to the parking and speed limit signs. (The **school** across the street and the **police** department take them very seriously.) To the left of the large flag pole in the front yard you will see an **Office Entrance sign.** Follow that through an iron gate into a courtyard. The **door across the lawn**, directly in front of you, is the one you want. **Ring the bell** and you will be welcomed and escorted to my office. If you come early, which I recommend highly, there is a comfortable waiting room for your use, as well as soft drinks. Coffee, tea, and water.

During our first visit I will ask your permission to **take a picture of you** for my confidential files. I will also ask for **some form of government-issued identification.**

While I can accept checks and cash, **I much prefer credit and debit cards.** All charges to your cards will be made by "La Anta Charities," the not-for-profit charitable organization that hosts my practice.

Once again, welcome to my practice. Know that you are remembered in my prayers and thoughts as you prepare for your appointment and as we meet and work together. Please pray for me as I offer my gifts for your service. Working together and dependent on Grace, there is virtually no limit to what we can accomplish together! Until we meet in person, I am,

With blessings and peace . . .

Dr. B[†]