



Thank you for contacting Spalding University's Center for Behavioral Health (CBH)! We look forward to working with you during your assessment process. It is our hope to make the process of getting the support you are looking for as simple as possible, while also helping us get to know how we can best serve you.

We look forward to getting to know more about how we can support you through some initial paperwork before meeting with you. There are two options for paperwork: links below to our online forms or paper copies in person. Please either complete the paperwork linked in below or please plan for about 20-30 minutes prior to your first appointment to do so in person. If you would like to make an appointment and arrive early for paperwork, please let us know when you call and we will be happy to schedule you. We will just need completed copies of paperwork before we begin working with you. If you choose to complete the forms online, please respond to the questions on the forms and click on *submit*. The forms will return to our secure server. We will contact you shortly after to let you know they were received and to schedule an appointment for you. Below are the hyperlinks to our forms:

[CBH Adult Assessment Consent Form](#)
[Notice of Privacy Policies](#)
[CBH Adult General Information](#)
[CBH Permission Form for Digital Recording](#)
[Symptom Measures](#)

We never want our clients to be caught off guard so we like to let you know we do ask for payment at time of service. There are several flexible payment methods, including cash, check, and our online credit card payment system. We unfortunately do not accept the Health Savings Plan (HSA) credit cards at this time. Once the assessment fee has been received, we will assign a student to work with you and they will give you a call within 24 hours of being notified. If you prefer to make an online payment, please click here [ACI Online Payment System](#). On the first page, the form will ask you for your account number, please use your name. Once your payment has been approved and you have a confirmation number, please email us at behavioralhealth@spalding.edu with a copy of the receipt to expedite the process.

There are a few things that will help make it easier for you preparing to come in. If it would help you to learn what to expect during your first visit, [here](#) is a link to our website with helpful tips to understanding more about how we work. In addition, below my signature block are detailed directions that will help you locate the CBH. I

am also attaching a parking pass that can be placed on the dashboard of your car when you park on campus.

Please do not hesitate to contact me with any questions you have about the paperwork or the services offered at CBH. You are welcome to contact me by phone at our office number is 502-792-7011 or email me at behavioralhealth@spalding.edu. We look forward to meeting you soon!

Best,
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Directions to the CBH:

We are located in the heart of Louisville at Spalding University in the Mansion Complex East. Driving to CBH from 4th Street towards downtown, take a right on York Street at the light, turn right onto Library Lane (it looks like a small alley but the parking lot most accessible to the CBH is at the end of the alley to the right – Lot A). You may park in a space in this lot for your appointment. Here is a [campus map](#) that will show you where Mansion Complex East is located (you will see a large oak tree in the courtyard outside). CBH is on the second floor of Mansion East, up the outside stairs or elevator on the left hand side of the building. Once you arrive on the second floor from a Mansion East entry, take a left and you will see our administrative assistants in room 212A. They will be happy to meet you there and connect you with your clinician.