

Hello,

My name is Dr. Rosalind Smith and I am the CEO for the Next Step Behavioral Houston. You are reading this letter/email because you have expressed interest for admission into our program.

Please follow the steps below so we can have a smooth admission.

1. **Arrangement for payment.** Payment is due before or at the time of admission. Once the client is admitted, we do not offer refunds for the first month.

Wire: If you choose to make a direct wire transfer please let me know and I will call you or send a secure email with our bank information.

Check: If you send a check please make it out to “**Next Step Behavioral Houston**”. And send to the following address:

3124 Prospect st., Houston, Texas 77004

2. **Legal documents.** Although we do not need any original legal documents, we do need copies of the following:
 - a. Driver’s License or state issued ID/Picture ID
 - b. Social Security card
 - c. Insurance card. Medicare/Medicaid card/etc.
3. Past facility, hospitalization or other medical or psychiatric evaluation papers. Next Step Behavioral Houston (NSBH) would like to have all copies of **any** information we can get about the history of the client. This information helps us with treatment and therapy of the client.
4. **Admission Papers.** Attached are admission papers. Please fill them out and send them back or bring them on admission day
5. **Express Pay.** Please call or go to the Walgreen we use and make sure to set up Express Pay through them so we are able to pick up medications for the client whenever needed.

Walgreens at 5202 Almeda, Houston, Texas 77004 @ 713-529-5922

6. **Medications.** If you have any medications or prescriptions (current or past) for the client please bring them.
7. **Personal Items.** Please bring the clients personal items which would include clothes, shoes, radio player, undergarments, and any specialized hygiene or beauty products that they may use. Please refer to the list on our website for additional approved items to bring. Items brought that are not on the approved list will be mailed back at the family expense.

The staff and I look forward to working with you and the resident. If you have any questions please feel free to call or email me.

Dr. Rosalind Smith, CEO/Director of Operations
Next Step Behavioral Houston
832-819-3099