



# REFERRAL FORM

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**Priority Determination:**  Urgent (3 days)  Routine (7 days)

## DEMOGRAPHIC INFORMATION:

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
 Parents/Caregivers Names: \_\_\_\_\_ Relationship to Client: \_\_\_\_\_  
 Address: \_\_\_\_\_ County: \_\_\_\_\_  
 City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Gender: \_\_\_\_\_ Race: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_  
 School: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Client's preferred language: \_\_\_\_\_ Caregiver's preferred language: \_\_\_\_\_

## Referral Source:

Person completing form: \_\_\_\_\_ Referring Agency: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_  
 Client is currently receiving:  In-home /  In-school /  Individual Therapy /  Medication /  Other: \_\_\_\_\_  
 Therapist Name: \_\_\_\_\_ Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

## INSURANCE INFORMATION

Insurance Info: Company \_\_\_\_\_ Member Number: \_\_\_\_\_ Group Number \_\_\_\_\_  
 Name of Insured: \_\_\_\_\_  
 Address for Claims: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## REASON FOR REFERRAL

SERVICES REQUESTED:  Individual Counseling  Group Counseling  Family Counseling  Targeted Case Management

**Please describe briefly the reason for the referral:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## FOR VVG OFFICE USE ONLY:

Case Accepted/Assigned Date: \_\_\_\_\_ Counselor: Assigned \_\_\_\_\_  
 Case Not Accepted Reason: \_\_\_\_\_ Date: \_\_\_\_\_  
 Case Referred to: \_\_\_\_\_ Date Referred: \_\_\_\_\_