

## **ANNUAL CLIENT UPDATE INSTRUCTIONS**

Each client who has been receiving services at the agency for one year or longer must complete an annual update of the Client Guidelines, Client Rights, and Billing Authorization.

- The annual update of Client Guidelines updates the client's consent for all of the services being provided to the client.
- The annual update of Client Rights is required by CARF and serves as a reminder to our clients of their rights as clients of the agency.
- The annual update of the Billing Authorization allows the agency to verify address, insurance and responsible party information. The information provided by the client will be updated in the agency's computer system.

The reading portion of the Client Guidelines and Client Rights should be retained by the client for their records and the signature pages should be turned into filing. The Billing Authorization form should be given to the Billing Supervisor to ensure the client's information is accurate in Xakt.