

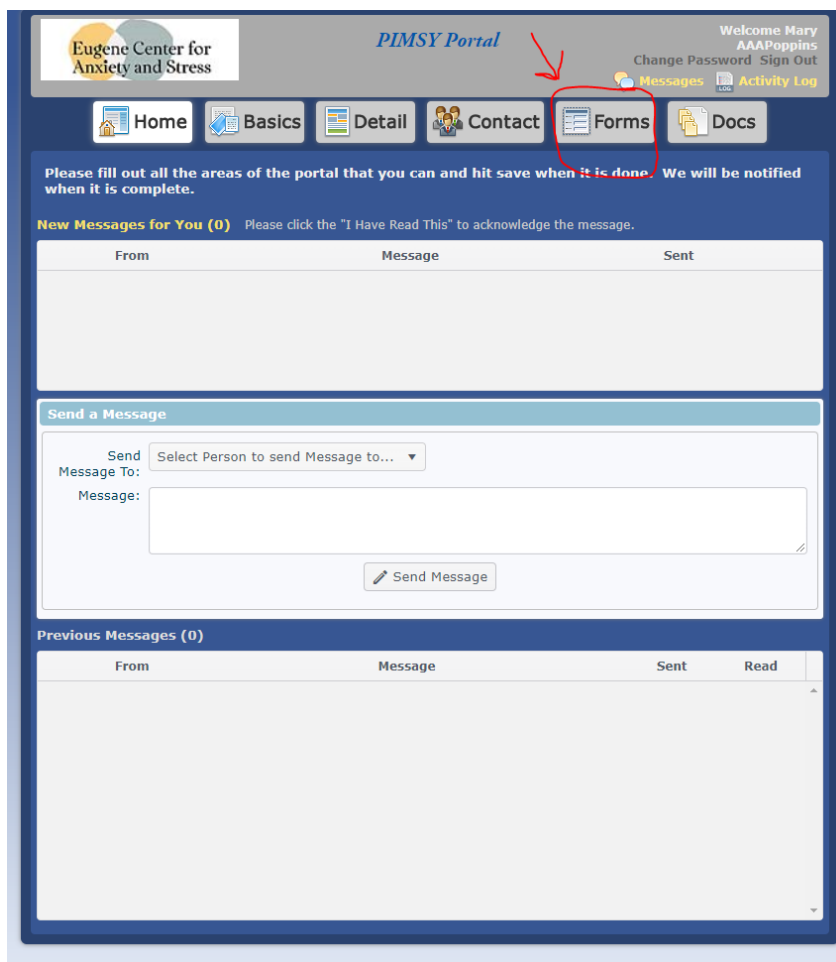
COMPLETING PAPERWORK FOR YOUR FIRST APPOINTMENT

We ask that all new clients log in to our patient portal and complete intake paperwork at least 24 hours prior to your first appointment. Please use the username and temporary password you will receive from us via email to set up your account. Make sure to check your spam folder if you have trouble finding your login info.

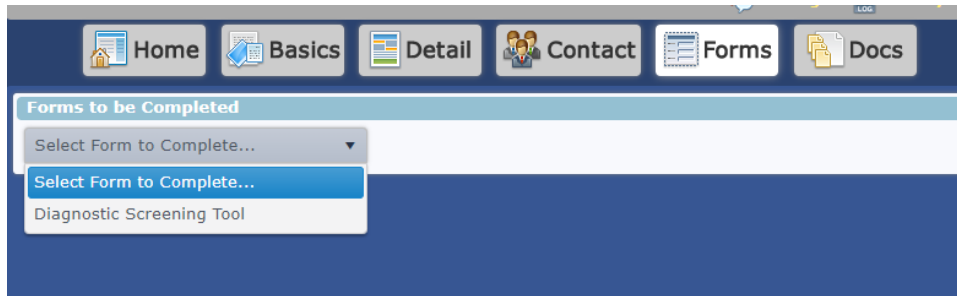
Please note that clients with OHP have additional paperwork, as do those seeing a training clinician.

ALL NEW THERAPY CLIENTS TO THE CLINIC

Once you access your portal dashboard, please click on the "Forms" tab in the top right of the menu bar.



This will take you to a screen with a drop down menu. Click on the drop down menu to see if there are any assessments that you need to complete prior to your first appointment. They will all be listed in the drop down menu—make sure to complete all of these at least 24 hours before your first appointment. Example of drop down menu shown below.



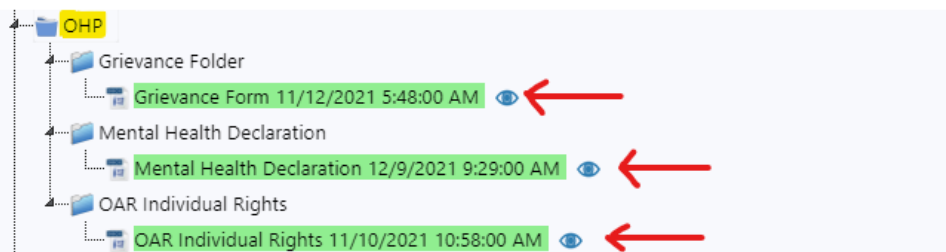
Next, click on the "Docs" tab to the right of "Forms," and complete the following:

- All documents listed under the "ALL NEW CLIENTS" heading, including the **Credit Card Consent**, **The Notice of Privacy Practices**, and the **Telepsychology Consent**.
- All documents listed under the "INDIVIDUAL THERAPY" heading, including the **Informed Consent – Individual Therapy**



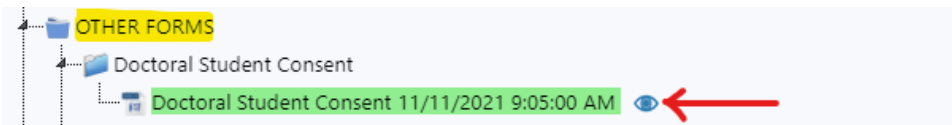
CLIENTS ON OREGON HEALTH PLAN

If you are on Oregon Health Plan, please complete all forms in the "OHP" folder (including the Grievance Form, the Mental Health Declaration, and the OAR Individual Rights).



CLIENTS WORKING WITH A TRAINING CLINICIAN

If you are working with a training therapist under supervision, please also sign the **Doctoral Student Consent**, which can be found under the "OTHER FORMS" heading



Please keep in mind that your portal access will expire after one week if you do not log in and change your temporary password. If you do not complete all intake paperwork at least 24 hours prior to your first appointment, your therapist may ask to reschedule.

Please don't hesitate to reach out to us with any questions or concerns, either by responding to this email or calling our front desk at 541-357-9764.