



## Appointment Reminders

You can receive an appointment reminder two days before your scheduled appointments. This service is provided as a courtesy. A third party is used to handle these reminders. Although the delivery rate is at 99%, there are circumstances where messages will not be successfully delivered (if users are on the phone, out of service, etc). It is YOUR responsibility to record and keep any appointments that have been made, as we cannot guarantee you will successfully receive a reminder every time.

Client Name: \_\_\_\_\_

Client email address: \_\_\_\_\_

Client cell phone number: \_\_\_\_\_

How would you like to receive appointment reminders? (CHECK ONE)

- Text message on my cell phone (standard text message rates apply)
- Email message to the address listed above
- Computer Generated voicemail message to the phone number listed above
- None of the above, I'll remember my appointments on my own

## Secured Email Feature and Online Scheduling

This feature allows you to communicate securely with your counselor via secured email. This will also allow you to eventually schedule appointment times online.

Client name: \_\_\_\_\_

Login name: \_\_\_\_\_  
*Note: your login name must be your first initial and last name. (example: John Doe = jdoe)*

Temporary Password: password123

Appointment information is considered to be "Protected Health Information" under HIPAA. By my signature, I am waiving my right to keep this information completely private, and requesting that it be handled as I have noted above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date