



In Office Therapy: How to Get Started

1. Complete the contact form on my website. Once I receive that contact form you can expect to receive a return call within 24 hours. If it is on Friday or the weekend, it could take up to 72 hours.
2. We will discuss your concerns, gather insurance information, do a quick assessment to establish fit for online services and determine if you would like to proceed.
3. If it is determined that you want to proceed, we will schedule our first appointment and you will be e-mailed a link to the secure and HIPPA compliant client portal, with your user name and password.
4. My office will verify insurance and follow-up with you if there are any concerns.
5. Once you are in the system, you will be prompted to complete and sign the intake forms, which include, Informed Consent, Policies of Jonah's Place Counseling, HIPPA information, an Online Counseling Agreement and then the important information about you and your histories. You will also be prompted to up load a photo (can take with your cell phone) of your ID and your insurance card. You will also need to provide form of payment for co-pays and/or other charges incurred.
6. Once all this information is complete and in the system, you are ready to go. On the platform you will notice that you have access to a secure messaging system to your therapist, a journal in which you can choose to share or not share your entries. If you click on the option to not share, you are the only one who has access to those entries. You are in control.
7. A few minutes before your session time, you should log in to the portal and from there the session will take place. Please review the guide "Preparing for Your Online Video Sessions" for instructions and technical requirements.

If there are any questions, you are free to message through the platform or contact me at info@jonahsplacecounseling.com.