

Admission / Intake Packets

Mental Health Worker

1. Checklist
2. COVID-19 Screening if Applicable

The following documents are laminated for clients to view, they can sign acknowledgement electronically. Offer to provide a hard copy if they would like it.

1. Fee Schedule & Financial Agreement
2. Individual Rights & Responsibilities
3. Consent to Use PHI
4. Personal Privacy Notice

Psychotherapist

1. Checklist
2. Superbill (in event of computer problems)
3. COVID-19 Screening that was completed at first appointment, if Applicable.
4. Dictation Outline
5. Treatment Plan
6. Crisis Safety Plan
7. PCP Letter
8. Multidisciplinary Progress Log

Paper clipped separately:

9. Hard copy of completed biopsychosocial
10. Hard copy of Client Information Questionnaire
11. Hard copy of DAST, AUDT and PHQ-9
12. Other papers accumulated during first appointment (i.e. Insurance Card, COVID-19 Vaccination Card.

Once clinician is comfortable in EHR, at the time of appointment the therapist will log onto www.ehryourway.com and open the client's chart. They can then do electronic signature of superbill and review the biopsychosocial, DAST, AUDT and PHQ-9 with the client at the beginning of the appointment. They will be able to access all other admission documents at that time.

Client Packet (to be mailed)

1. Client Admission Letter
2. Client Information Questionnaire
3. DAST
4. AUDT
5. PHQ-9

Client will be instructed to complete the forms and bring them to their first appointment.