

Welcome!

We would like to take this opportunity to welcome you to our practice and thank you for choosing Choices Psychotherapy. To ensure you are prepared for your first Psychiatry appointment with your provider, please read through the following.

### Prior to Appointment

1. You will receive an email inviting you to join the Updox Portal. After you have created a username and password, you may use the following link at any time to return to the Portal:  
<https://myupdox.com/portal/www.choicespsychotherapy.net/html/index.html>
2. Once logged into the Portal, please click on the “Forms” tab and complete the following 4 forms prior to your scheduled intake appointment. Completion of these forms will provide you an introduction to our policies. Completion of the Psychiatry Patient Information Form assists your provider by giving an introduction of yourself and why you are seeking care.

Informed Consent – Psychiatry	Telehealth Consent	Billing/Payment Policy	Psychiatry Patient Information Form
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- In addition, 1 business day prior to your appointment you will receive a message in the Portal asking you to complete the GAD7, PHQ9 and WHODAS symptom forms prior to your intake appointment.
3. If applicable: Please obtain medical records and reports from your previous providers to bring with you or have them faxed directly to our clinic using the fax number located at the bottom of this page.
  4. **VERBAL CONFIRMATION IS REQUIRED FOR ALL INTAKE APPOINTMENTS**
    - A confirmation call will be made to you 1 week prior to your appointment. If we reach your voicemail, a message will be left requesting you to call our office to confirm your appointment a minimum of 2 business days prior to your appointment. If verbal confirmation is not received, **THE APPOINTMENT WILL BE CANCELLED.**
    - If your intake appointment is scheduled within 1 week of when you scheduled the appointment, no further verbal confirmation is needed.
  5. If you need to reschedule your intake appointment, we require a 2-business day notice in order to reschedule.
  6. If you are a current patient and cancel your intake appointment less than 2-business days prior to or no-show your appointment, you will be charged according to the Billing/Payment Policy you have previously signed.
  7. Reminder text messages or email will be sent as a **courtesy** 3 days and 1 day prior to your scheduled appointment; you are responsible to remember when your appointment is scheduled.

### Day of Appointment

- For an in-office appointment, please bring any reports, medical records and your medication list if applicable.
- For a telehealth appointment, you will be emailed the Zoom link upon verbal confirmation of your appointment. If you do not receive your Zoom invite or have issues accessing Zoom, please call our clinic at 952.544.6806 as soon as possible for assistance.

For questions, please call us at (952) 544-6806. We would be more than happy to further assist you. Thank you for choosing Choices Psychotherapy. We look forward to seeing you!

Sincerely,  
Choices Psychotherapy