

Dear Client,

In preparation for your initial distance counseling session for your individual counseling session, please complete the following:

- Sign/date the *Distance Counseling Policies and Procedures/Consent Form* in your [secure client portal](#) (see below)

Name	Date Created	Action	
In-Progress Forms			
Available Forms			
Name	Required	Completed	Actions
Intake Form	yes	✓	fill out again
Client Contact Information Sheet	yes	✓	fill out again
Health History Form	yes	✓	fill out again
Release of Information Authorization Form	no	✓	fill out again
Distance Counseling Policies and Procedures/Consent Form	no	-	fill out click here
Group Counseling Policies and Procedures/Consent Form- Revised October 4, 2017	no	-	fill out

- Send me a copy of your identification with a current address prior to your scheduled distance counseling session. Examples of this include:
 - Driver's license with current address (most common)
 - A utility bill with you name and current addressPlease scan and email me your identification (email to phillips@sorestcounseling.com). If you do not have a scanner and you have a smartphone, you can download an app to use on your smartphone. *Scanbot* is an example of a free app you can use to scan your identification. If possible, please send the document in a PDF format. Alternatively, you can also take a photo of your ID and email me a photo.
 - Note that these above methods of sending me a copy of your ID are likely through methods that are not secure. One solution is to utilize [ProtonMail](#) (a free encrypted email solution) to send secure email messages.
- Feel free to read more about distance counseling services at the Sojourners Rest Counseling website (you can click on this [link](#)).

Day of Your Session

On the day of your session, if you are using the secure video conference feature of your client portal, login to your client portal and at the time of your scheduled session click on the video conference link and I will join you shortly.

- I would recommend logging into your client portal ~10 minutes early prior to the scheduled session time (or earlier) to check to see that your computer/device is set up properly including accessing your camera and microphone.

If you are scheduled to have a phone call, I will call you around the time of your scheduled appointment.

I will have a brief informed consent conversation with you at the onset of your initial distance counseling session where I can answer any additional questions you might have about distance counseling use.

If you have any challenges with setting up the distance counseling information listed above, please feel free to contact me. Also, feel free to contact me with any questions in general. You can contact me at phillips@sorestcounseling.com or you can call me at 317-471-3527. I look



Sojourners Rest
COUNSELING

www.sorestcounseling.com

forwards to continuing to provide you compassionate and effective counseling services to you as you grow towards greater health and freedom.

Journeying with you,

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