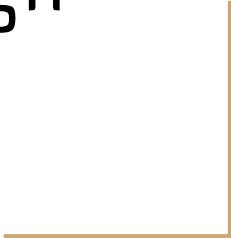
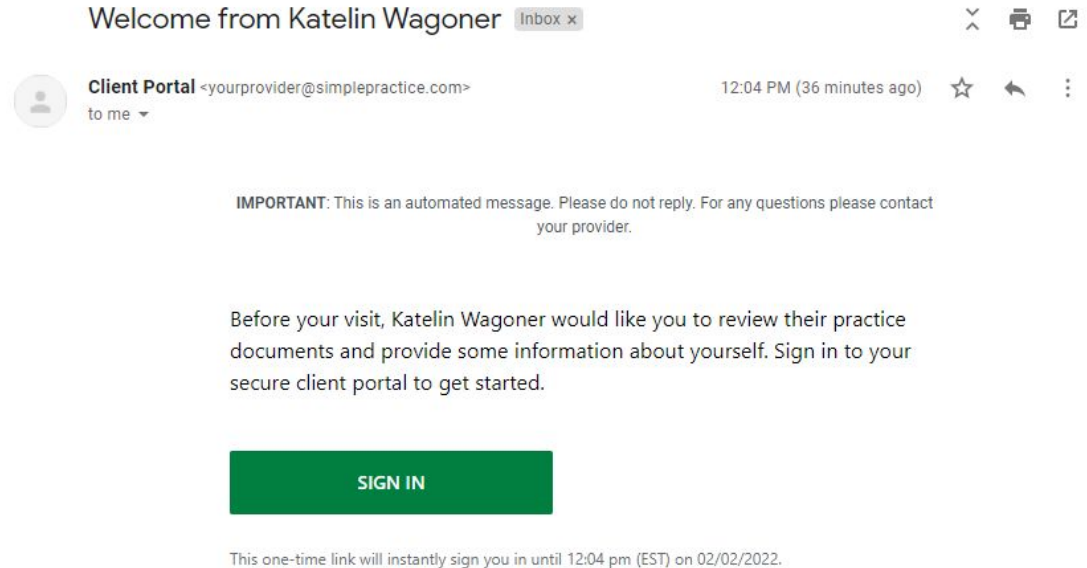


# Simple Practice Client Portal Walkthrough



After Katelin initiates process to set up client portal (meaning she has created you as a client), you will receive an email that looks like this.

Click the green “SIGN IN” button to continue.



That will take you  
to this screen to  
start signing  
documents

Click the green  
“GET STARTED”  
button to continue.

Attuned Mind Counseling Services

SIGN OUT

APPOINTMENTS

DOCUMENTS

BILLING & PAYMENTS

REQUEST APPOINTMENT

## Welcome to your Client Portal

Hi Test Client,

This secure client portal will help us get started by making it easy for you to review our practice policies and provide some basic information before our first session.

If you leave the secure portal before completing everything, you can use the link we emailed to come back and start over. It should take between 5-20 minutes to finish.

GET STARTED



Attuned Mind Counseling Services LLC

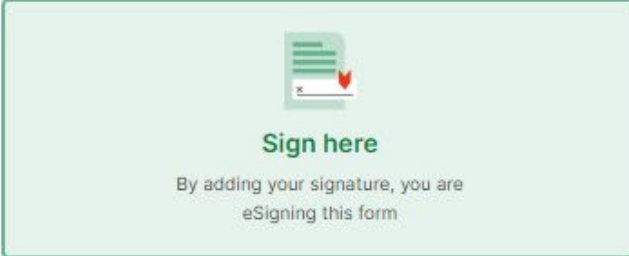
Each form will have a “sign here” area at the bottom. You will be able to just type your name.

Your name will auto-populate on the subsequent forms.

By signing this form, I certify:

- That I have read or had this form read and/or had this form explained to me.
- That I fully understand its contents including the risks and benefits of the procedure(s).
- That I have been given ample opportunity to ask questions and that any questions have been answered to my satisfaction.

BY CLICKING ON THE CHECKBOX BELOW I AM AGREEING THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ITEMS CONTAINED IN THIS DOCUMENT.



**Sign here**

By adding your signature, you are eSigning this form

**SUBMIT & CONTINUE**



If you are coming to the office, Katelin will have shared 2 files with you; parking instructions and office map.

## Download Shared File



Your clinician shared **Parking Instructions.pdf**

[DOWNLOAD & CONTINUE](#)



Even if you had already discussed self-pay options with Katelin, please go ahead and add your insurance carrier when prompted (if applicable)

## Insurance Information

### Insurance Company

Search for your insurance company

### Member ID

### Group ID

### Plan ID

### Client's relationship to insured

Client  Client's Spouse  Client's Parent  Other

## Insurance Card

Upload an image of the front and back of your insurance card to keep on file.

### Front of Insurance Card



Choose file or drag and drop file  
Only JPG, PNG, PDF, & DOC files

### Back of Insurance Card



Choose file or drag and drop file  
Only JPG, PNG, PDF, & DOC files












## Documents, Forms and Files

You will know you have completed everything needed prior to your first session when you reach this screen.

No pending documents at this time.

### Completed

DATE COMPLETED

 Consent for Telehealth Consultation	Feb 01, 2022
 Notice of Privacy Practices	Feb 01, 2022
 Informed Consent for Psychotherapy	Feb 01, 2022
 Practice Policies	Feb 01, 2022
 Parking Instructions	Feb 01, 2022
 Office and Bathroom Location inside Building	Feb 01, 2022
 Contact Info	Feb 01, 2022
 Intake Assessment	Feb 01, 2022
 Credit Card Information	Feb 01, 2022



If you have not yet discussed a session time/date with Katelin or you do not see it listed under appointments in your portal, you can request an appointment by clicking “Request Now”

APPOINTMENTS DOCUMENTS BILLING & PAYMENTS [REQUEST APPOINTMENT](#)

## Appointments

New appointment? [REQUEST NOW](#)

[UPCOMING](#) [REQUESTED](#)

## Request an appointment

- 1 Select Service
- 2 Select Location
- 3 Select Date & Time

Individual Psychotherapy, 60 min  
1 hour [SELECT](#)





After selecting the session type and location you will be able to select the available date/time that works best for you.

## Request an appointment

- ✓ Service  
Individual Psychotherapy,  
60 min  
1 hour
- ✓ Location  
Video Office  
(812) 276-6793
- 3 Select Date & Time

< February 2022 >

S	M	T	W	T	F	S
30	31	☆ Today	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5

Show availability for:

- ✓ Mornings Before 12 pm
- ✓ Afternoons 12 pm - 4 pm

Availability on Mon, Feb 07, 2022

Viewing in EST Change

Morning	Afternoon	Evening
--	3:00 PM	--
--	3:30 PM	--



If Katelin shares an additional document/resource, you will receive another email with a portal link and it can be found under the Documents tab.

## Documents, Forms and Files

Needs to be completed

DATE RECEIVED



[how-to-practice-mindfulness-meditation](#)

Feb 01, 2022

