**Welcome to Educated Solutions!**

I am excited to collaborate with you on your personal growth goals. Here are some items that might be helpful to know about services before we begin:

1. I use a platform called **Simple Practice (SP)**. This is where documents, appointments and communication happen. As I add you to the portal, you will receive a link to your provided email via **SP** to complete various documents.

These documents might include:

* Personal Background
* Demographics
* Credit Card Information
* Acknowledgement of Private Practice Policy
* Agreement for Services
* Rating Scales

1. Once documents are completed, we will calendar an appointment via **SP**. Please give extra time before your first session to practice signing into the appointment. Here are some tips:

**If we are meeting in person**: You can complete paperwork in person or online. Appointment reminders are set by you on your unique access to the **SP** Portal and are either emailed or sent via text message.

**If we are meeting online:** **SP** will send you a link, similar to ZOOM, to access online sessions for Telehealth as we calendar the appointments. This link is HIPPAA compliant and very secure. It is also a unique link each time one is sent so you cannot use an old link to sign in. Appointment reminders are set by you on your unique access to the **SP** Portal, and are sent to you via email or sent via text message.

**If you are using a mobile device:** You will need to download the app in order to access the session. Below are links for android and apple for your convenience.

Links:

[Telehealth by SimplePractice - Apps on Google Play](https://play.google.com/store/apps/details?id=com.simplepractice.video&gl=US)

[Telehealth by SimplePractice on the App Store (apple.com)](https://apps.apple.com/us/app/telehealth-by-simplepractice/id1351373906)

**If you are on a PC:**  You can just use the [SimplePractice™: Practice Management Software & EHR](https://www.simplepractice.com/) link. **SP** will send you this link as documents are requested from me to be completed.

**I hope that this helps our first session to be successful. I am excited to get started!**

Michele Dorn, LMFT 83776

[michele@educatedsolutions.biz](mailto:michele@educatedsolutions.biz)

949-683-2899