

## CONTACT INFORMATION



STEP ONE



**STEP ONE** When you set up your client portal, you will receive “**New Client Forms.**” These must be filled out to schedule an appointment. When we receive your contact information, we will use the information to customize an intake package.

**\*\*Set your email filter to receive email from @jituzu.com.\*\*** We use a HIPPA compliant email address to ensure confidentiality.

## INTAKE INFORMATION



STEP TWO



**STEP TWO** We will email an “**Intake Information**” packet prior to the initial visit. Complete the intake information and sign the HIPPA document prior to your initial visit. **Find the HIPPA document on last page of disclosure statement.**

## INITIAL INTERVIEW



STEP THREE



**STEP THREE** Schedule your first appointment (if you haven't already). You may use the secure, confidential online calendar to select a time that works best for you. Clients tend to schedule week-by-week. You may schedule appointments week-by-week or multiple appointments in advance if you want to secure a specific day and time of the week. **Bring your completed intake packet forms and signed HIPPA form.**

## PATH OF CARE PLAN



STEP FOUR



**STEP FOUR** Schedule a follow-up appointment at the end of the initial visit. At follow up we will consider treatment recommendations and focus on defining a “**Path of Care Plan.**”

**The Next Step**  
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