

Welcome to Minnesota Psychological Resources

In preparing for your first session at MPR we want to provide a smooth intake process for you. These three things will greatly assist you in having a comfortable experience.

1. There are a number of forms to be completed and returned to MPR at least two days before your initial appointment. Included in the New Patient Paper Work on the MPR website (www.mnpr.com) are “Instructions for Completing New Patient Paper Work”. As you review these instructions you will be able to determine the forms that you need to complete.
2. Understanding how you will connect via tele-video with your therapist: Your therapist will be using Doxy.me internet software. To meet with your therapist on Doxy.me you will need to use Chrome, Firefox, or Safari as your internet browser. Prior to your initial appointment, your therapist will contact you (by e-mail or phone) and provide you with a very simple personalized link and all you will need to do is to click on that link. Your therapist’s personalized link will look like this:

[https://doxy.me/your therapist’s name](https://doxy.me/your therapist's name).

A webcam and microphone are also required. The webcam and microphone in your computer, phone, or tablet is all you will need. Doxy.me is secure and none of your information is stored in Doxy.me. Doxy.me adheres to HIPAA privacy requirements. In addition, to use Doxy.me you will *not* need to download software or create an account.

Instructions for using Doxy.me are provided on the following page to assist you.

3. Carefully review the “Informed Consent Form for Tele-video Services” as this form will help you prepare for your first tele-video session. The Informed Consent Form for Tele-video Services is provided on the MPR website (www.mnpr.com).

If you have any questions you can call the MPR office (763-550-9005) Monday thru Thursday from 9:00 am to 2:00 pm.

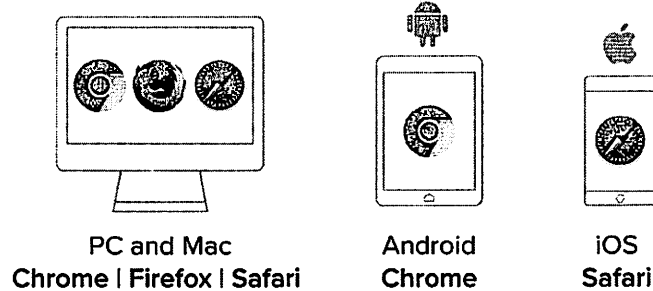
Remember, all forms need to be completed and return to MPR at least two days before your initial appointment.

Once again, welcome to MPR.

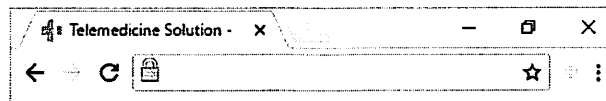
David Mellberg, Ph.D., L.P.
Director
Minnesota Psychological Resources

How to check in for your video visit

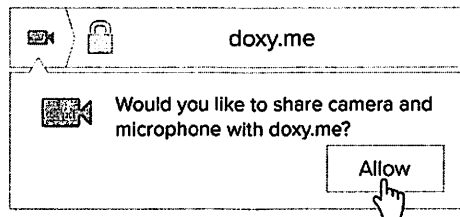
1 Use a computer or device with camera/microphone



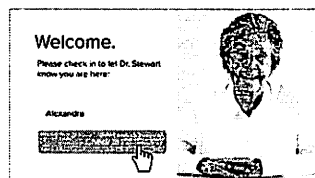
2 Enter your clinician's doxy.me web address into the browser



3 Allow your browser to use your webcam and microphone




4 Type in your name and click check in



- ✓ Secure
- ✓ No software to download
- ✓ HIPAA compliant
- ✓ No registration needed

5 Your care provider will start your visit

Call Tips

- Make sure you have a good internet connection
- Restart your device before the visit
- Test your camera and mic from the waiting room
- Need help? Send us a message  <https://doxy.me>

Instruction for Completing New Patient Paper Work

Welcome to Minnesota Psychological Resources (MPR). There are a number of forms you need to **complete and return to MPR at least two days before your initial appointment.** To assist you in completing all forms, the following instructions are provided.

Confidential Personal Data Form: The information in all four areas of this form is required for your account to be created at MPR.

Client Information Form: This form provides significant information about your rights and records at MPR as well as MPR processes and procedures. Please read all points on this form and be sure to initial, sign, and date this form.

Responsibility for Account – Assignment of Benefits – Billing Insurance Form:

This form addresses your responsibilities, including financial responsibilities. In addition, completion of this form provides MPR with the authorization needed to process and submit claims to your insurance company. It is important that you carefully read this form and provide your initials, signature, and the date.

Appointment Cancellation Policy Form

OR

Appointment Cancellation Policy for Medical Assistance / Minnesota Care Form.

Only one of these two forms must be signed. If you have Medical Assistance or Minnesota Care it is very important that the Appointment Cancellation Policy for Medical Assistance / Minnesota Care Clients Form is understood and signed. All other clients need to read, understand, and sign the Appointment Cancellation Policy Form.

Informed Consent of Supervision Form: When a client is scheduled to see an MPR therapist that is supervised, the Informed Consent of Supervision Form is provided and needs to be signed. If your therapist is listed as a Therapist on the Informed Consent of Supervision Form, you need to sign and date the Informed Consent of Supervision Form.

Permission for Child to Receive Services Form: This form is necessary for a person under age 18 to receive services. Parent or legal guardian must complete and sign this form. (Only complete form if under age 18)

Developmental History Form: Carefully complete this form. Information assists your therapist in obtaining developmental information efficiently. Complete and sign this form. (Only complete form if under age 18)

Medical History Form: Carefully complete this form. Information from this form assists your therapist in obtaining medical history information efficiently. Complete and sign this form.

Patient Health Questionnaire: Answer all 10 items, please.

GAD-7 Questionnaire: Answer all items.

Tobacco Use Questionnaire: Put your name and date on this form and please answer all items.

Authorization to Release Protected Health Information: This form is provided if you would like to have your records from another provider send your records to your therapist at MPR.

Wellness Assessment Form: *This form only needs to be completed if you have insurance coverage with Medica, United Health Care, or Optum.*

Informed Consent Form for Tele-video Services: This form provides significant information related to receiving services via tele-video. Complete this form (name, signature, and date of birth) and be sure to include the name and phone number an emergency contact.

Remember, all forms need to be completed and returned to MPR at least two days before your initial appointment. Thank you – we look forward to serving you.