

Tree of Life Family Therapy, LLC

Appointment Reminders and Online Appointment Scheduling

You can receive an appointment reminder to your email address, your cell phone (via a text message), or your home phone (via a computer generated voice message) the day before your scheduled appointments.

You can also enjoy the convenience of online scheduling at any time. Once your account is established, you simply visit **www.therapyappointment.com** and click on 'Find Your Therapist' in the upper right hand corner of the screen to schedule or reschedule your appointments. You may continue to schedule appointments in person or by telephone, but if you have Internet access, you are sure to enjoy the convenience of this online system.

This service is provided as a courtesy. A 3rd party is used to handle these reminders, and although the delivery rate is at 99%, there are circumstances where reminder messages will not be successfully delivered to you (if you are on the phone, out of service, etc). **It is YOUR responsibility to record and keep any appointments that have been scheduled, as we cannot guarantee you will successfully receive a reminder every time.**

Your name: _____

Your email address: _____

Your cell phone number: _____

Where would you like to receive appointment reminders? (check ONE)

_____ Via a text message on my cell phone (normal text message rates will apply)

_____ Via an email message to the address listed above

_____ None of the above. I'll remember my appointments on my own.

Note: Missed appointment fees will still apply

Appointment information is considered to be "Protected Health Information" under HIPAA. By my signature, I am waiving my right to keep this information completely private, and requesting that it be handled as I have noted above.

Signature

Date