**Text

Description automatically generatedEvaluation Procedures**

**PATIENTS MUST READ BEFORE PROCEEDING WITH SCHEDULING**

**Evaluation Format:**

Evaluations are conducted in two parts.

1. Virtual parent /patient interview via Theraplatform. Patient is not present unless it is an adult patient. This is 30 minutes to review records and prepare for the live visit.
2. Live /office session with parent and child or adult patient. Time is dependent on age and presenting problem.

**STEP ONE**

**Theraplatform Set Up**

1. Please email me at [robynslp95@aol.com](mailto:robynslp95@aol.com) with 1) email of choice, 2) best cell phone and 3) patient’s full legal name. This will be the data I use to register you to Theraplatform and where you will receive all reminders for sessions and conduct any virtual visits.
2. You will receive a welcome email from Theraplatform. Please set up an account and password (write the password down). You will need it to log in for sessions, and documents. If you do not get a welcome email, check your spam/junk.
3. When logging into the platform, please fill out all requested forms. Fill out 1) demographics, 2) billing, 3) HIPPA/privacy notices, and 4) consent forms. Make sure when asked “name” you put the patient’s name. These are online/virtual consents.
4. Do not erase appointment emails. It contains the meeting link for the virtual intake. If you forget, you can log onto <https://robynmerkelwalsh.theraplatform.com>, then click “Join session” and click the date of the meeting.

**STEP TWO (To be completed and received ASAP)**

**Evaluation Paperwork and Deposit**

Unfortunately, over the years, many patients have set up appointments, forgotten paperwork or cancelled/last minute. For this reason, I must ask that before securing appointment dates and times that I have the paperwork and deposit prior.

(These are hard copies that must be mailed)**:**

1. Go to [www.robynmerkelwalsh.com](http://www.robynmerkelwalsh.com)
2. Go to “Scheduling” page. It is found on the top right side of my website.
3. Drop down to the tab “Office Forms”.
4. Print and fill out the following evaluation forms: 1) case history (choose by age either pediatric or adult), 2) privacy forms 3) evaluation policy. (Please do not fill out “therapy forms”).
5. **Please MAIL these forms (with no signature required please as I am only in evenings) with a 150.00 deposit within 7 days. Once this is received, I will email you with proposed dates.**

**STEP THREE**

Attending the Intake via Theraplatform:

1. You will sign in through the link sent from the platform sent when I set up the date/time, or you will sign in with your password and go to “join session.” Remember this is for the parent (or adult patient) to discuss case history and concerns.
2. Please have a steady camera in a quiet location with a good Wi-Fi.
3. It is best to use Chrome or Firefox with Theraplatform.

**STEP FOUR**

Attending the Evaluation in Person:

1. Be sure to have all items listed on your evaluation contract such as food and drink, check etc. This is found here <https://www.robynmerkelwalsh.com/_files/ugd/d8d143_a00d331722e841189b61257f1c4d32e3.pdf>
2. Please read the infection control policy online.
3. There is no waiting room therefore you will not be permitted inside the office before your scheduled appointment time and only one caregiver may accompany a minor child.
4. All patients will have their temperature checked and will wash hands before entering the clinic.
5. Parent/patient will leave the check, money order or cash with clinician at the start of the session, and the invoice will be uploaded, with the report to the Theraplatform portal within 30 days of the testing session. You will need all demographic information including a credit card (for security purposes) on file to retrieve your medical records.

*If you have any questions email robynslp95@aol.com*