

# PATIENT SCHEDULING

- > Identify who is responsible for scheduling across client and provider sites and outline a process to coordinate provider, client, and room availability
- > Obtain referral and determine whether the client meets insurance requirements consistent with practice
- > Send the paperwork to family:
  - Psychology Intake Form
  - Registration Form (including insurer information)
  - Consent Form (including telemedicine specific language)
  - HIPAA related Notice of Privacy Protection (NPP)
  - Previous medical history and documentation
  - Requested lab or other tests prior to the telemedicine encounter
  - Any other information requested specific to the consult
    - school records, test results, etc.
  - Conners CBRS, BASC-3, or other parent, child, and teacher reported measures
- > Best practices related to the transmission of health-related information & maintenance of electronic health record are followed

