

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.BelairCounseling.com and select **Schedule an Appointment** or visit www.therapyappointment.com 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.

Your name: _____

Requested login name: _____ Please print neatly (limit 15 characters)
(letters and/or numbers only)

Requested temporary password: _____ Please print neatly

- **Password is case sensitive**
- **Between 8-35 characters**
- **Must have letters and numbers**
- **No special characters allowed**

How would you like to receive appointment reminders? (**choose only one**)

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

_____ Via an email message to the address listed above

_____ Via an automated telephone message to my home phone

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

Appointment reminders are a courtesy service. Missed appointments and appointments that are not cancelled within 24 hours will incur a fee of \$125.00. Failure to receive a reminder will not waive the fee for missed appointments or appointments cancelled or rescheduled with less than 24-hour notice.

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