**Jeanette’s Intake Email Example (revised)**

I have that (date) & (time) we will be meeting for an intake appointment. There are a few

important things that you will need for this session.

1. Please make sure you have activated your portal and verified the email with Rum River Counseling.

2. Please make sure all assigned paperwork and measures are completed in the patient portal. If this information has not been completed, we may need to reschedule or cancel the session. These are the names of the documents you will have in the clinical documents once the portal is active.

Adult

1. Clinical History Form
2. Adult Symptom Screener
3. DSM-5 self-rated level 1 crossing-cutting symptom measure

Child

1. Child Symptom Screener
2. Comprehensive Child Clinical History Form.

3. Here is the link for our video telehealth session.

I look forward to working with you.