

# DYNAMIC LIFE COUNSELING AND CONSULTING

ROBIN STUART, MARRIAGE AND FAMILY THERAPIST  
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(707) 331-6284 (MY CELL PHONE IS NOT HIPPA COMPLIANT)  
ROBIN.STUART@COMCAST.NET

## Welcome!

Here are a few instructions that can assist you with onboarding into my private practice and will set you up with my remote telehealth conferencing app:

1. **INTAKE FORMS:** Please fill out, scan and email back to me at the above address (NOT HIPPA-COMPLIANT METHOD), or mail back via US postal for HIPPA-Compliant return method, snail mail to my address above.
2. **HOW TO SEE ME:** To help make our telehealth session more successful, please attend to the following directions. Use this **Psychology Today** link for your appointment time:

<https://sessions.psychologytoday.com/ms-robin-m-stuart>

- **PLEASE SAVE THIS LINK TO USE EVERY WEEK!**
  - You do not have to download any apps to use this link.
  - Do not have any other screens open while using the app.
  - Use only major search engines, preferably Google Chrome.
  - Log in 3-5 minutes before and test your sound and camera.
  - Call me on my cell if you are experiencing difficulties: **707-331-6284**
3. **HOW TO PAY ME:** Payments for sessions are made on or before your sessions. I do not accept credit cards over the phone or PayPal. Pay by:
    - a. Zelle, referencing my phone number: 707-331-6284.
    - b. Venmo account can be verified by the following tag: "Robin-Stuart-8".
    - c. Alternatively, you may pre-pay for sessions by mailing checks made out to "Robin Stuart, MFT", at 1254 Paradise Rd., Ferndale, WA 98248. My fee is \$200-\$235 sliding scale for 50 minutes; and \$300-\$350. for 80 minutes. Preferably, you will prepay for four sessions at a time, or five if the month is long, when mailing checks.
    - d. If you need to pay by cash, please do so by mailed cashier's check.
  4. **HOW TO REACH ME:** Please call, email or text me with any questions. Thank you!
  5. **ELECTRONIC COMMUNICATIONS:** HIPPA-COMPLIANCE LAWS do not allow me to communicate in detail or send your bills to you electronically. If you have insurance that allows you to seek reimbursement, I will routinely mail you a Superbill. Many clients have preferred to have these sent by email instead. If this is your desire, please fill in the following page and return it to me!

6. **CONSULTANT CLIENTS:** PLEASE NOTE THAT IF YOU ARE SEEING ME AS A CONSULTANT, AND NOT AS A THERAPIST, THEN MY LICENSE (AND THE PROTECTION AND SERVICES IT PROVIDES,) MAY NOT BE ENGAGED IN YOUR SERVICES. This Welcome Letter serves all of my clients, regardless of the services they are utilizing.

*I look forward to our work together!*

**Robin Stuart, M.S.**

**MARRIAGE AND FAMILY THERAPIST (29894)**

# PERMISSION TO EMAIL SENSITIVE INFORMATION; WAIVER OF HIPPA-COMPLIANT PROTECTIONS.

## NOTICE PROVIDED BY ROBIN STUART:

**HIPAA** helps to ensure that any information disclosed to healthcare providers and health plans, or information that is created by them, transmitted, or stored by them, is subject to strict security controls in order to protect this information from non-authorized viewers, such as hackers, or looky-loos. It is in place for consumer protection.

## REQUEST MADE BY CONSUMER(S):

**I understand that email is not a HIPPA-Compliant form of transmitting medical and financial records,** however, I am waiving this right to privacy in favor of expediency. I specifically request that Robin Stuart, MS, MFT, send me my records and bills via email. In so doing, I forfeit all rights of complaint and do hereby release Ms. Stuart from all and any liability for my decision.

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Signer One: (PRINTED NAME)

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Signer One: (SIGNATURE)

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Signer Two: (PRINTED NAME)

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Signer Two: (SIGNATURE)

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*Document Dated*