

Long Distance Client Guidelines

- 1) If viewing the Introductory Session presentation long distance, you must be able to join our appointment online using Google Meet. Follow-up appointments must also be joined online using Google Meet. We use a different Google Meet link for each appointment.
- 2) You must purchase a user version of the Picture Dictionary for \$25.00.
- 3) You must have a red pen (provided) to make the corrections on your chart.
- 4) You must scan a copy of your completed I.S. Evaluation(s) (if seen virtually) and completed General Intake Form (front and back) and send a copy to my email **the morning of** the first follow-up appointment. Email to: patricia.deshane@live.com
- 5) You must scan any other completed and/or corrected documents from future follow-ups and send a copy to my email either before or after the follow-up appointment as directed. Email to: patricia.deshane@live.com
- 6) You must scan your chart (the inside and the back of the chart) and send a copy to my email **the morning of each** follow-up appointment. Email to: patricia.deshane@live.com
- 7) You must scan your updated, corrected chart (the inside and the back of the chart) and send a copy to my email **immediately after each** follow-up appointment. Email to: patricia.deshane@live.com
- 8) Note that your health insurance may not be able to cover long distance appointment costs. Therefore, you may be sent a bill for a “telemedicine phone call” later.

Thank you,

Patricia Deshane
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