

Dear New Client

Thank you so much for your interest in seeing me for counseling. There are a few things you can do before your appointment with me that can streamline that process and help me to be as prepared for you as possible.

When you set up your first appointment with me, you spoke with a staff member here at Cool Springs Psychiatric Group. Using the information, you supplied at that time, this person set up a profile for you for my client portal. This portal allows my clients to fill out paperwork and sign digitally, set and adjust appointments, and even make payments.

You can reach your profile by following this link: <https://kmhull21.mytherabook.com/home/login>

Your temporary password will be Khullnewclient

You will have the ability to change your password by clicking your name in the top left corner, selecting profile, and clicking on "change password". Please be sure to do this in order to protect your privacy.

Once you have access to your profile please do the following:

1. Click your name and then demographic info. Please complete all fields.
2. Click Intake Forms. Read through the policies and procedures and fill out any relevant items on the questionnaire. There is no need to answer every question unless you think it may be relevant to the work we are going to be doing.

Once you have done this, you are good to go! I look forward to meeting with you. If you need to reach me in the interim, feel free to message me using your portal. Click on Inbox and then Compose. This is a very secure way to reach me. You may also send me a text or call me at 770-823-7394. This method is less secure, but I may get these communications faster.