



Telebehavioral Health Information

Your health and safety are important to us, especially during this time. To keep you as safe as possible, we are transitioning office visits to appointments by telephone or Zoom (audio-video communication). A telephone or Zoom appointment with a clinician will be billed to your insurance similarly to an office visit. To make sure we are able to reach you for your appointment, please confirm your telephone number. The telephone or Zoom appointment will start when you answer the call, so please make sure you are available and ready at the time of your appointment.



Telebehavioral Health Informed Consent & Other Documents

Prior to starting telebehavioral health with you, we will want to obtain your permission. A Telebehavioral Health Informed Consent is available for you to download from the Tulalip Health System website - <https://www.tulaliphealthsystem.com/Forms>. When applicable, we may request that you complete and sign other documents as needed such as assessment instruments, intake forms, releases, etc. Obtaining written consent via mail or electronic signature is preferred. As the next option, consent can also be provided verbally. Once in-person visits resume, you will be asked to sign any applicable consent forms that you had previously consented for verbally. Directions for completing, signing, and submitting documents are below.

Print and Sign the Consent & Other Documents

You may also be able to print and sign the Telebehavioral Health Informed Consent, and any other applicable documents. You can then scan or take a photo of the completed document(s).


Electronically Sign the Consent & Other Documents on Your Computer (PC)

1. If you do not already have Adobe Reader on your computer, you will need to download Adobe Reader from <https://get.adobe.com/reader/>
2. Select the applicable document(s) from the Tulalip Health System website - <https://www.tulaliphealthsystem.com/Forms>
3. Download the document(s)
4. Open the document in Adobe Reader
5. Select the **Fill and Sign** tool in the right pane 
6. **Fill out your form.** Complete form by clicking a text field and typing. You can add checkmarks and fill in radio buttons, when applicable.
7. **Sign your form.** Select **Sign** in the toolbar at the top of the page.  Select **Add Signature** (or **Add Initials** when applicable). Then draw or type your signature (or initials). Then click **Apply** to place your signature on the form.
Note: You will no longer be able to edit the existing form fields once you save a form with your signature.
8. After selecting **Apply**, move your mouse to the location where you'd like to place your signature and click once. To change the size of your signature, click and drag the handle on the bottom-right corner of the bounding box.
9. Select the **Save** icon located in the top left-hand corner of your screen.


Electronically Sign the Consent & Other Documents on Your Computer (Mac/Apple)

1. Select the applicable document(s) from the Tulalip Health System website - <https://www.tulaliphealthsystem.com/Forms>
2. Download the document(s)
3. Open the document with Preview
4. **Sign your form.** Select the **Tools** menu at the top of the page. Select **Annotate** → **Signature** → **Manage Signatures**. Select **Create Signature**, and then select **Click Here to Begin**. Draw your signature using the touchpad. When complete, select **Done**. Click on your signature and it will appear in the center of your screen. Click and drag the edge of the bounding box to size and reposition your signature
5. Note: You will no longer be able to edit the existing form fields once you save a form with your signature.
6. Select **File** from the menu at the top of the page, and select **Save**.

Electronically Sign the Consent & Other Documents on Your Phone (Android)

1. If you do not already have Adobe Acrobat Reader app on your phone, you will need to download it. The app can be downloaded for free from Google Play. 
2. Select the applicable document(s) from the Tulalip Health System website - <https://www.tulaliphealthsystem.com/Forms>
3. Download the document(s)
4. Open the document in Adobe Acrobat
5. Select the blue pencil icon to edit the form
6. Select the **Fill and Sign** tool
7. If you encounter a pop-up, click on the **X** in the upper right-hand corner to close this screen.
8. **Fill out your form.** Complete form by clicking a text field and typing. You can add checkmarks and fill in radio buttons, when applicable.
9. **Sign your form.** Select the **icon** in the middle of the bottom of the screen. Then select **Create Signature**. Draw your signature on the screen. When complete, select **Done**.
Note: You will no longer be able to edit the existing form fields once you save a form with your signature.
10. To place your signature, tap the form. To reposition your signature, click on the **blue icon** next to your signature.
11. Select the **checkmark** in the top left-hand corner of the screen to save the document.


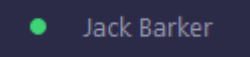
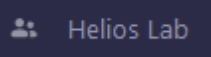
Electronically Sign the Consent & Other Documents on Your Phone (iOS/Apple)

1. If you do not already have Adobe Acrobat Reader app on your phone, you will need to download it. The app can be downloaded for free from the App Store. 
2. Select the applicable document(s) from the Tulalip Health System website - <https://www.tulaliphealthsystem.com/Forms>
3. Download the document(s)
4. Open the document in Adobe Acrobat
5. Select the **Fill and Sign** tool
6. If you encounter a pop-up, click on the **X** in the upper right-hand corner to close this screen.
7. **Fill out your form.** Complete form by clicking a text field and typing. You can add checkmarks and fill in radio buttons, when applicable.
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Note: You will no longer be able to edit the existing form fields once you save a form with your signature.
9. To place your signature, tap the form. To reposition your signature, click on the **blue icon** next to your signature.
10. Select **Done** in the top left-hand corner of the screen to save the document.

Submitting the Consent & Other Documents through Zoom

You may be able to send the consent form or other needed documents through the chat feature in Zoom.

Accessing chat

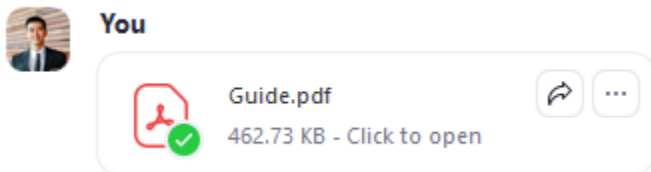
1. Sign in to the Zoom app.
2. Open the chat where you need to send the file. You can start a new chat with these methods:
 - Click the Add icon  next to **Recent** to start a new chat with one of your clinician.
 - Under **Recent**, click a contact to view chat history and continue to chat with them. Contacts have a status icon before their name.

 - Under **Recent**, click a channel (indicated by the group icon before the name) to view the channel's chat history and send messages to channel members.

 - In **Contacts > Directory**, hover over a contact's name and click the chat icon.
3. You will see two or three options above the chat text box.

 Screenshot  File  Code

Sending a file

1. Click on **File**.
2. Browse your computer to find the file and open it.

Note: While the file is uploading, click × if you want to cancel the upload. Zoom will automatically send after you select it. The chat window will show the filename and a green checkbox indicating that it was sent successfully.



Appointments through Zoom

There are a couple of tasks to complete prior to your first video visit appointment to make your experience a good one.

Download Zoom Cloud Meetings app

Please try to complete these steps well in advance of your appointment:

1. From your mobile device or tablet, go to your app store
2. Search for the Zoom Cloud Meetings app and download to your device (please allow this app to access your camera and microphone when prompted)
3. Verify you can login to Zoom app without difficulty

The day of your appointment

If you are using a computer, please click on your link 10-15 minutes before your appointment. You will be able to test your audio while in the virtual waiting room.

Access Zoom link through your MyChart Account

1. Login to your **MyChart account** via the web or app on your mobile device
2. Tap on **Messages** from the main menu
3. Find the message that says **Virtual visit with your provider**
4. Click on the message to open it
5. Your message will have the link to your appointment
6. At your appointment time, click on the hyperlink to begin your visit
7. After Zoom is opened, you will be taken to a 'virtual waiting room'. Your provider will join you shortly.
*There is nothing to click on with this screen.

If you do not have a MyChart account, your clinician or a staff member will call and provide you with your clinician's personal meeting ID so you can access the Zoom call.

Should you encounter any problems during your video visit, please call your clinician or the Tulalip Health Clinic at 360-716-4511.