**Intake Additional Steps**​

* You must look at the driver's license of the NEW client so they prove who they are. DOCUMENT THAT YOU DID IT.**​**
* Create your own safety phrase if your client needs to tell you they are unsafe. Confirm what you will do if they say it. DOCUMENT THIS.

**Regular Sessions**

* + Confirm the client is in a confidential place with no other adults or where anyone can overhear. Ask them to show you the room if you suspect they are not alone. DOCUMENT THAT YOU DID IT.​
  + Confirm the address/location the client is at and note it. Home, work address, parking lot of work address, if it's not on file, put it on file or in the note. DOCUMENT THAT YOU DID IT.​​​
  + Have a plan for what to do if disconnected - will you move to the phone? Will you finish the session? DOCUMENT THAT YOU DID IT.**​**

**EVERY TELEHEALTH SESSION NOTE MUST INCLUDE - (Intakes too) –**

* "This therapist utilized a HIPAA-compliant 2-way secure audio/video system.”
* "The client is alone and confirmed they are in a HIPAA compliant area"
* "Confirmed location of client and the address in case of emergency"

**If you need to add these to your intervention list- When logged into therapynotes, click on the person in the right hand corner, select settings – scroll and click on interventions. Add these three to the list, and all you have to do is check them for each telehealth session.**

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**If you do not do this and we are audited, insurance will take the money back.**