

Welcome to Integrative Therapy with Leah

I look forward to our therapeutic work together! Enclosed are some important details for our sessions. Please read, fill out and return all forms before our Initial Intake. At that time we will review your personal history. Either email all forms back to me (non-HIPPA compliant) or FAX them (compliant) at 833-972-1957.

Telehealth Sessions

For my online video platform:

1. Click on the following link: doxy.me/lswiss
2. The link **remains the same from week to week.**
3. You will find yourself in my “**waiting room.**”
4. When the session begins, I will click on your name and voila, we will be connected.
5. If there is any problem, you’ll be able to call me at **831-216-8696** and we can work it out together.
6. Please keep your cell phone handy just in case we have technical difficulties.

Payment: Thank you for paying promptly following our sessions. It helps me with my accounting. Unless prior arrangement is made, I will be unable to see you with an outstanding balance.

PayPal: This is the quickest, easiest way to make your payment in one easy step.

Note: PLEASE designate your PayPal payment under the category “**friend to friend**” they do not charge me a fee; with the heading “goods and services” they deduct about 3% from the amount they deliver to me.

If you are unsure of how to sign up for a PayPal account follow the prompts below or on their website. Log on at www.Paypal.com

- b. Click the “Sign up” button in the upper right
- c. Choose “Personal account”
- d. Enter your name, email address and create a password
- e. Put in your address and phone number
- f. Click on “Send Money”
- g. You can then link your debit or credit card
- h. Or link your bank instead
- i. On the page “send money” enter my email address: leahsueweiss@gmail.com
- j. Hit “send”

If you have any questions or concerns, feel free to call me at : 831-216-8696 and leave a message. I normally return my calls within 1 business day.

Warm Regards,
Leah Sue

