

How to Send Confidential Information Freely, Safely, & Securely ~ to submit your intake paperwork & teletherapy consent form

This process is **much** simpler than it looks & was created for non-tech savvy people like me! Youtube video tutorials were made to also explain this process- links below (= 4 min. 35 sec.). Or, skip to the bottom for a workaround! I don't want this process to delay counseling for you.

I. Fill out intake paperwork and save it on your computer- choose A, B, or C

- A. Print PDF's, fill out by hand, scan and save
- B. Use Adobe (or similar) software to type in your answers in the PDF and save
- C. Type your answers in a word document and save

II. Choose from these two FREE programs: (A or B)

A. 7 Zip for Windows: <https://www.7-zip.org>
<https://www.youtube.com/watch?v=DeyxCUGm15I&feature=youtu.be> (tutorial #1)

- 1. **Download & install** the software. (Choose the most current version)
- 2. Know your computer's operating system (32 or 64 bit windows)
 - a. Look in your computer settings under system type
 - b. When you know your operating system type, then choose the .msi type on the 7 Zip page to download
 - c. Install all of the "defaults". Just keep clicking on "next".

B. iZip for a MAC computer: <https://www.izip.com>

- 1. **Download & install** the software (The directions above for windows should be similar for iZip).

III. Create a password protected file archive:

<https://www.youtube.com/watch?v=UqS5RpQv89s&feature=youtu.be> (tutorial #2)

- 1. Choose your saved intake documents & "right" click them
- 2. **Choose 7 zip, add to archive, add a password** (This can be anything, which you'll need to share with me, so I can open your documents). This encrypts your documents.
- 3. Add your **archived** documents to an email and send them to me (similar to attaching any file to an email)
- 4. **Text me the password** you assigned to your archives. **DONE!**

OR~ In lieu of I, II, & III above...

If you're experiencing technical difficulties and need a work around, do 1 &/or 2:

- 1. Print PDF's, fill out by hand, & **take a photo and email me ONLY the forms that do not include confidential information** (disclosure agreement, informed consent for teletherapy, financial and attendance policy, private practice policies, & *release of information).

* This final form is only relevant for other professionals you work with, such as another therapist, doctor, psychiatrist, school counselor, social worker, or teacher to allow me to collaborate.

- 2. Print PDF's, fill out by hand and **mail ALL forms or just the confidential information forms** (4 mood assessments, client information, & responsible party agreement) to my office: **Lana Isaacson, LLC, 7700 E. Arapahoe Rd. #370 Centennial 80112.**