



## Initial Session Information

Welcome to the psychotherapy practice of Jodi Taub, LCSW. This message will provide you with all of the information necessary for your initial assessment.

### Items you will need prior to session:

- ID for 24-hour doorman check in
- Email confirmation of your name, date of birth address, and phone number
- Sign up and login to my patient portal to complete documentation
- Confirm whether or not you have In or Out of Network Coverage, as it effects rates

**Office Location:** My office is located at 387 Park Avenue South, 5th Floor. It is an easy few steps away from the 28th St, 6 train stop. Please check in on the first floor. The door person will provide a temporary card to use for the elevator. If you have any issues, please ask for assistance. The elevator is wheelchair accessible.

Once you arrive on the 5th floor, you will enter the reception area. If you arrive prior to 5:30 pm, please check in again with reception. Reception will notify me via email regarding your arrival. If you arrive after 5:30 pm, or reception leaves early, please text me at (773) 818-3453, and I will come out to greet you. Often there are people in the waiting area who will open the door for you, regardless. Once in the waiting area, please feel free to help yourself to coffee, tea, hot chocolate or water.

**Our initial session will last approximately 60 minutes.**

PLEASE READ AND SIGN ALL OF THE FORMS PRIOR TO YOUR SESSION. If you have any questions, I can clarify at the time of the session. Please note that not all forms require a signature, but all require review!

**You will receive an additional email inviting you to my patient portal.** Please sign up for the portal to use for HIPPA compliant communication and the option to use teleconference software. The portal requires use of a credit card to bill. Please note that I will *NOT* use this credit card for payment. Payment is due at the time of the session. I accept Cash, Check, ZellePay, and Venmo. Please note that my ZellePay (ZellePay.com) is connected to the email joditaub@gmail.com. My Venmo account is @Jodi-Taub.

*Jodi Taub, LCSW*

**I have read and agree to the above terms and expectations.**

Signature(s) \_\_\_\_\_ Date: \_\_\_\_\_