

Hello!

Nemeth Counseling and Consultation LLC would like to welcome you to our Instruction page for use of virtual services including our **Patient Portal** as well as **Google Hangouts Meet for Online Video Counseling**. The Patient Portal is used for completing Forms and Documents, accessing Billing Statements, completing payments, viewing Insurance details, and independent progress tracking toward therapeutic goals. Separately, Google Hangouts Meet is used for Online Video Counseling with your therapist.

Below you will find instructions regarding use of the Patient Portal and separately use of Google Hangouts Meet for Online Video Counseling services. Use of Google Hangouts Meet and the Patient Portal have many different user-friendly functionalities that provide interconnectivity with you and Nemeth Counseling, LLC.

Using the Patient Portal

Upon confirmation of your upcoming initial appointment you will find an **email from our administrative staff welcoming you to our Insync Patient Portal**. The welcome email will include login details as follows:

Here are your login details:

URL: <https://intouch3.insynchcs.com/Default.aspx>

Username: [Your provided email address]

Temporary Password: [Confidential Numerical password]

Please **click on the above link** and log-in using the above username and the temporary password. Once logged in using the temporary password, you will be asked to create a new password. **Do not share your login credentials with anyone.**

The **Patient Portal Login** will look like this:

Welcome to your
Patient Portal

User Name

Password

SIGN IN

[Forgot Password?](#)

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Enter the **username and temporary password** provided and **reset your password**:

Reset Password

.....

.....

Submit

Password must have,

- ✓ At least 8 characters
- ✓ At least 1 upper case character
- ✓ At least 1 number
- ✓ At least 1 special character

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Your **Patient Portal homepage** will look like this:

NCC

Test, Shauna
02/28/2020 10:36 AM | Log Out

Home / Dashboard

Messages

You don't have any upcoming appointments.

Gribben, Erin sent you a message: **New forms available on your patient p...** [Read More >>](#)

Upcoming Appointments

You don't have any upcoming appointments.
To book an appointment, please contact your Practice.

Total No. of Appointments: 0 [View More](#)

Account Summary

Hooray!
You have nothing to pay!

\$0.00 [ePayNow](#) [View Statement](#) [Payment History](#)

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In the left-hand corner you will find a **navigation menu**. This menu allows you to view your patient profile, complete necessary forms and documents for service provision, view and pay your billing statement, and complete patient self-report surveys to self monitor progress.

For Online Video Counseling purposes, select the menu option **Forms/Documents**:

The screenshot shows a web application interface. On the left is a navigation menu with options: Home / Dashboard, My Profile, Forms / Documents (highlighted), Billing, and Survey Forms. The main content area is titled 'Document Request' and contains a 'Patient Forms' table. The table has three columns: 'Form Name', 'Received On', and 'Last Submitted On'. The 'Received On' column contains the date '01/29/2020' for all entries. The 'Last Submitted On' column is empty. At the bottom left of the dashboard, it says 'POWERED BY inSync'. In the top right corner, the user's name 'Test, Shauna' and a 'Log Out' button are visible.

Form Name	Received On	Last Submitted On
Checklist of Concerns - Child	01/29/2020	
Client Information Form Child	01/29/2020	
DSM-5 Child	01/29/2020	
Client Bill of Rights	01/29/2020	
Client Information Form Adult	01/29/2020	
Consent to Treatment	01/29/2020	
DSM - 5 Adult	01/29/2020	
Fee Agreement 2020	01/29/2020	
Financial Agreement 2020	01/29/2020	
Informed Consent for OVC	01/29/2020	
Tele-Counseling Proactive Safety Plan	01/29/2020	

Select **Informed Consent for OVC** and complete the form. Be sure to Save and Submit the form when complete:

The screenshot shows the 'Informed Consent for OVC' form. At the top, there is a green header with the text 'Informed Consent for OVC'. Below the header is the NCC logo, which consists of three stylized human figures in green and yellow. Underneath the logo is the text: 'Nemeth Counseling and Consultation LLC', '5123 Norwich St. Suite 110', 'Hilliard, OH 43026-1486', and 'Phone: 614-849-8204 | Fax: 844-272-9333'. Below this is a horizontal line and the text: 'Nemeth Counseling and Consultation, LLC Telecounseling Informed Consent Form'. The form contains two lines of text: 'I hereby consent to engage in online telecounseling services with '. Below this is a paragraph of text: 'I understand that "telecounseling" includes consultation, treatment, transfer of medical data, emails, telephone conversations and education using interactive audio, video, or data communications. All practitioners providing counseling, social work or marriage and family therapy via electronic service delivery to persons physically present in Ohio shall be licensed in Ohio.' Below that is another paragraph: 'I understand that telecounseling also involves the communication of my medical/mental information, both orally and visually.' At the bottom left, there are two buttons: 'Save' and 'Submit'.

Return to the **Forms/Documents** page and Select **Tele-Counseling Proactive Safety Plan**. You may complete this form independently or with your clinician during the initial session:

Tele-Counseling Proactive Safety Plan x



Nemeth Counseling and Consultation LLC
5123 Norwich St. Suite 110
Hilliard, OH 43026-1486
Phone: 614-849-8204 | Fax: 844-272-9333

Online Video Counseling Proactive Safety Plan

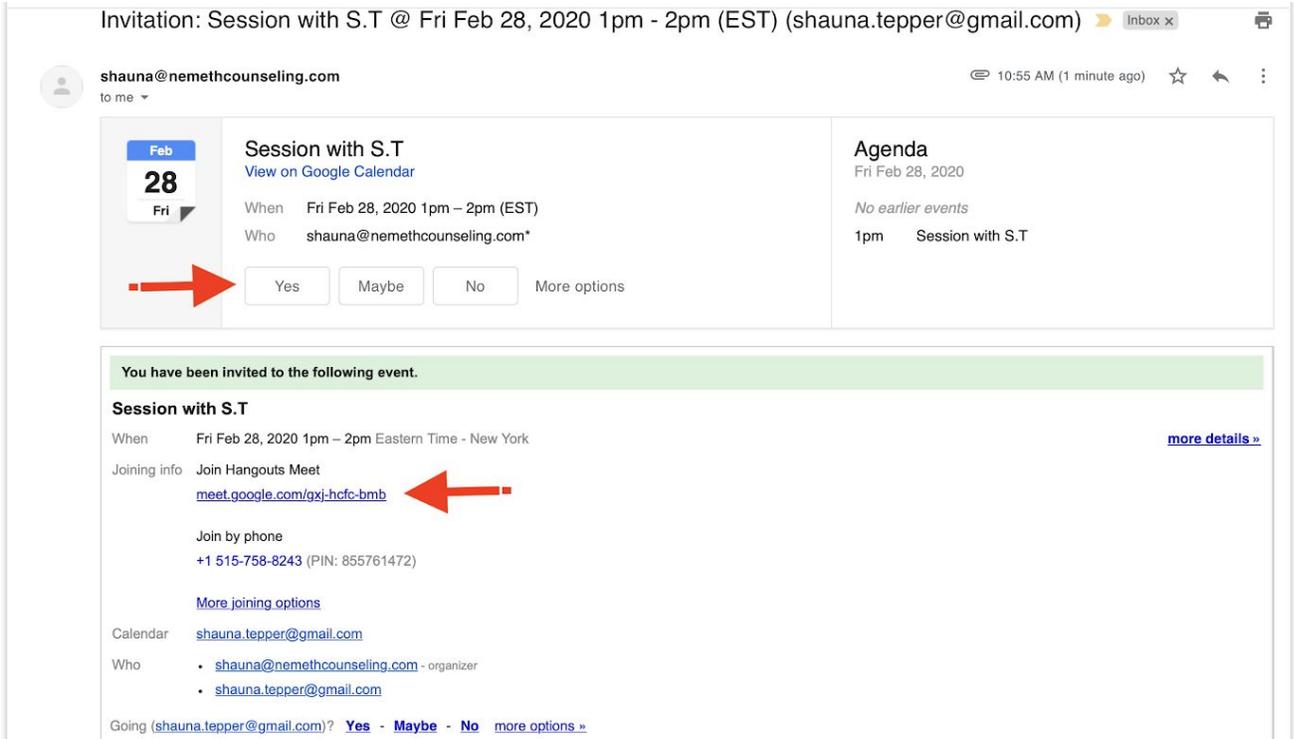
Take steps right away if any of the following apply to you:

- You are unable to manage strong emotions such as fear, anger, or sadness.
- You feel overwhelmed, hopeless, helpless, or worthless.
- You feel like/are taking risks that are endangering your life or the lives of others.
- You feel like hurting yourself, hurting others, destroying property, or committing a crime.
- You frequently think about dying or have a plan of suicide.

****The Informed Consent Document and Proactive Safety Plan must be completed to continue Online Video Counseling services with a Nemeth Counseling Therapist.****

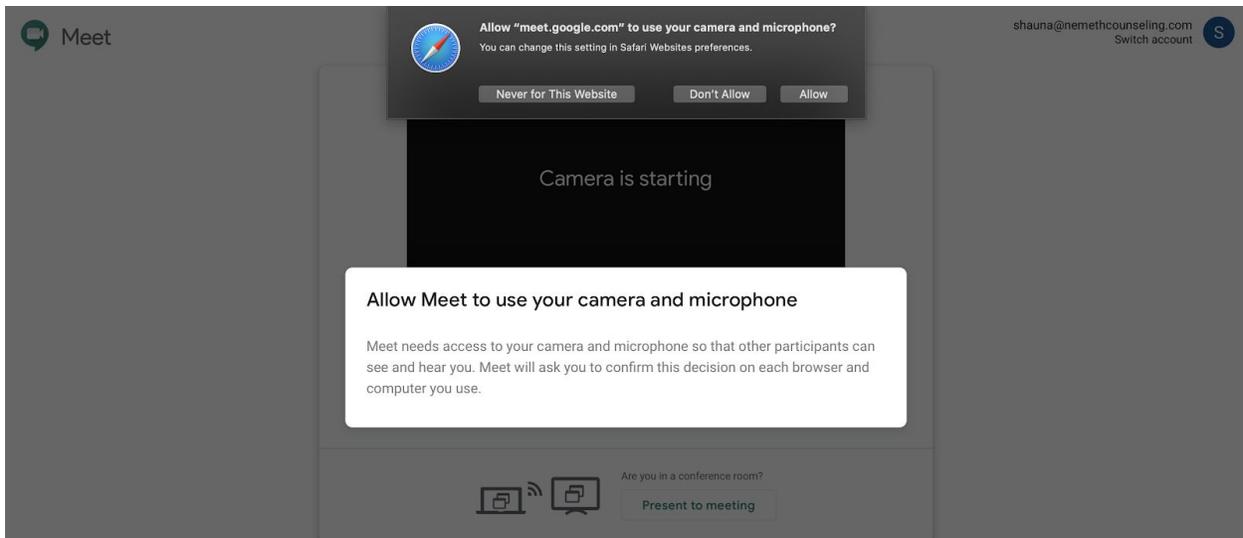
Process for Google Hangouts Meet: Personal Computer

Using Online Video Counseling services **requires a Google Gmail email address**. After your Initial Session is scheduled, your therapist will reach out to you via the email address you have provided to our administrative staff. Confirm the appointment by selecting **Yes**:



****The hyperlink under Join Hangouts Meet is the link you will select at the time of your appointment to enter the session. This link is unique to you and should remain private, similar to your username and login for the patient portal.****

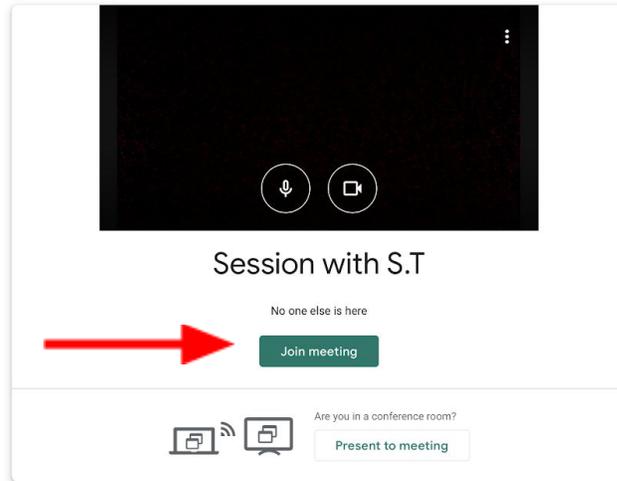
After selecting the link you will be directed to the session. **Allow access to use the microphone and camera:**



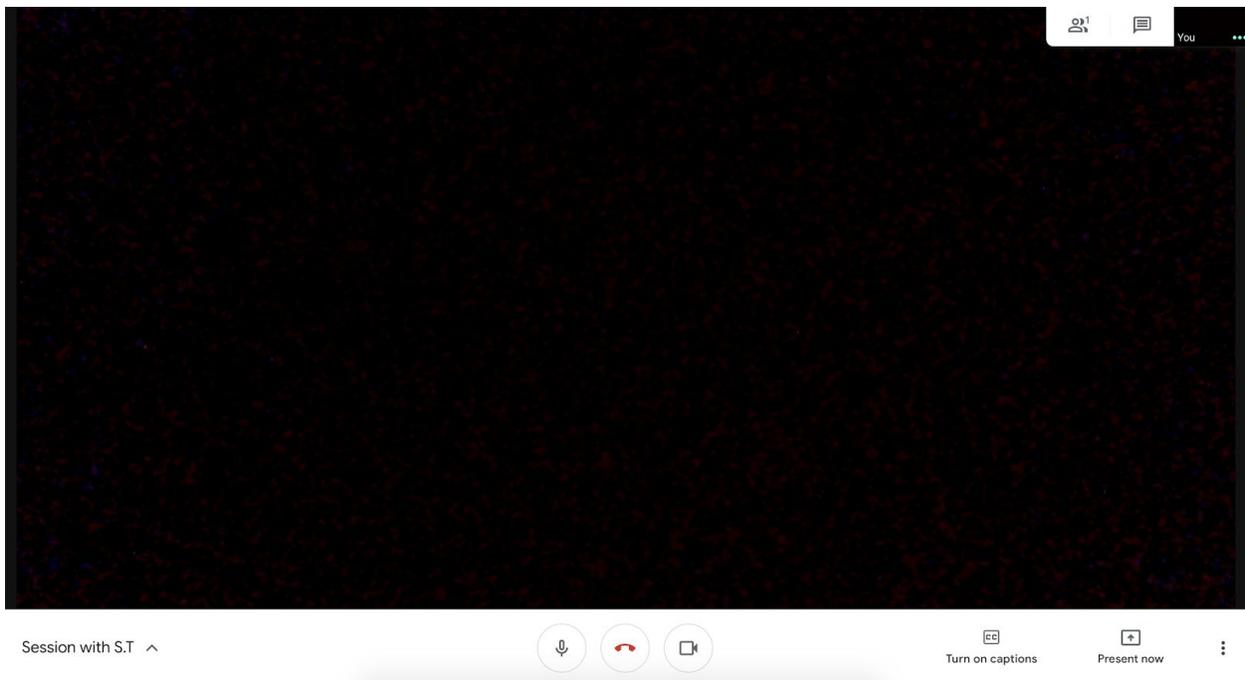
Select Join Meeting:



shauna@nemethcounseling.com
Switch account



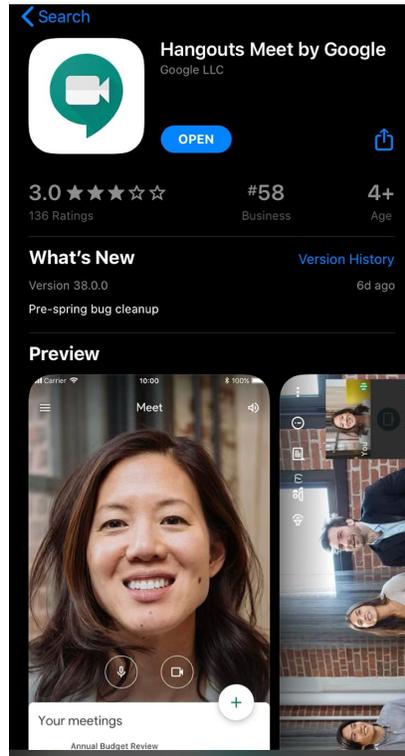
Your screen will look like this. Your Therapist will appear on the screen at the beginning of session:



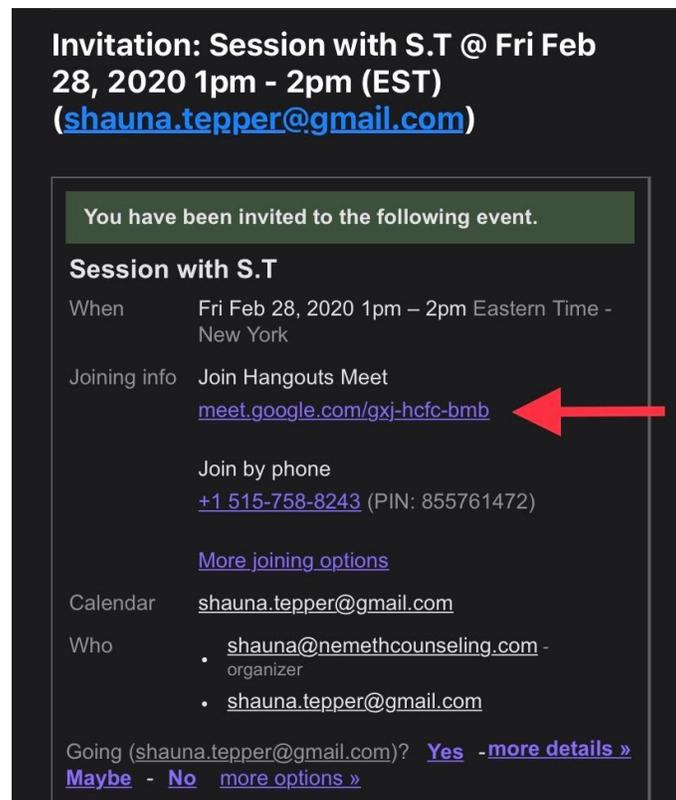
Select the **Red Hang-Up Button** to end the session.

Process for Google Hangouts Meet: Smartphone

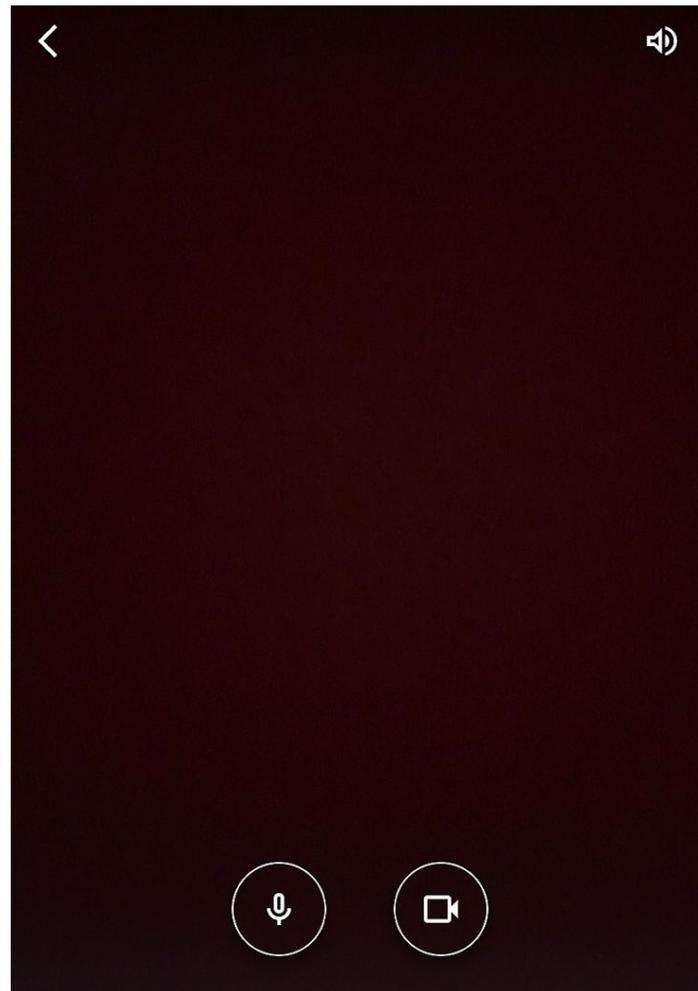
If you are using a Smartphone, **download the Hangouts Meet by Google App before the session.**



Open the email sent from your therapist and **select the link below Join Hangouts Meet.** The organizer will be using an @nemethcounseling.com gmail account.



After selecting the link mentioned above, the app will open on your Smartphone to the session. The unique and secure meeting code will appear above the Join Meeting button. Select **Join Meeting**.



tjh-mgqw-vfu

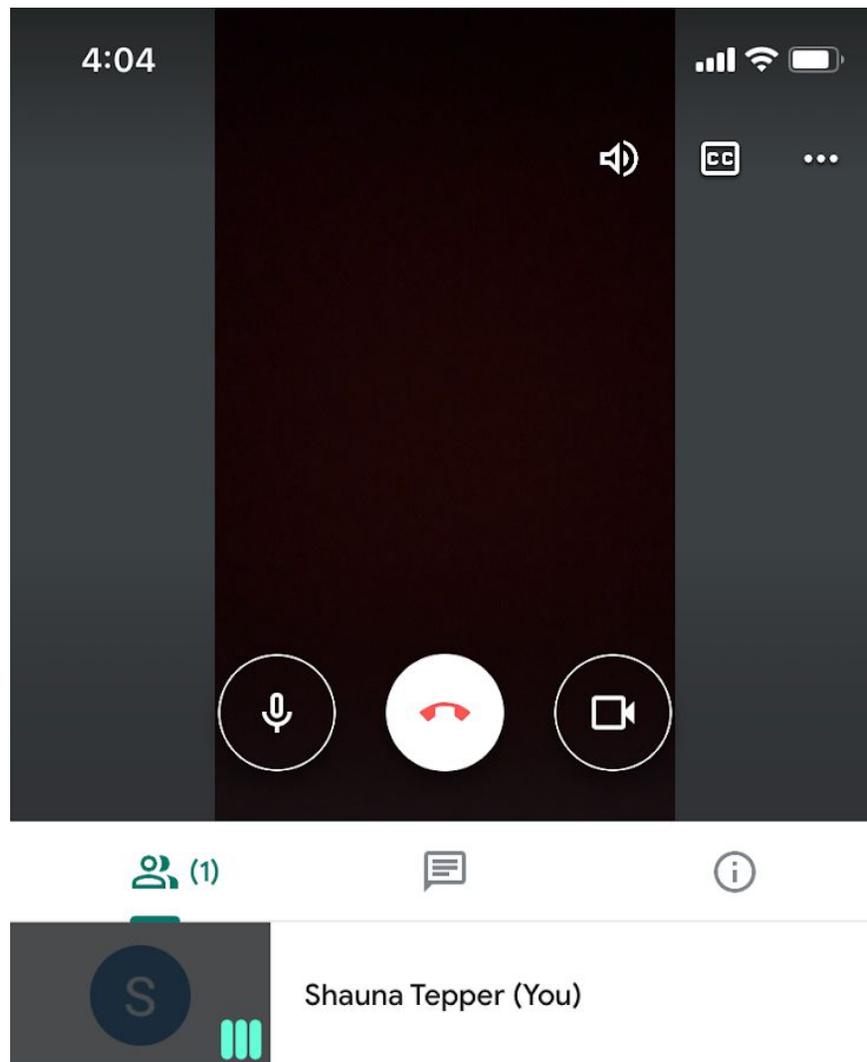
You are the first one here



Joining as

 shauna@nemethcounseling.com (Switch)

The Session will look like this. You may rotate your phone vertically or horizontally depending on preference:



When ending the session select the **Red Hang-Up Button**.

Please feel free to contact the practice at 614-849-8204 for any questions or concerns.

Thank you,
Nemeth Counseling, LLC