

## Appointment Reminder System

**If you would like to sign up to receive appointment reminders, please read the following, fill in the information and sign.**

The appointment reminders can be a combination of email reminders to both home AND work email, as well as **one** of the following:

- 1) automated phone call reminder (Will not work with an extension.) –OR–
- 2) an SMS text message (standard text rates apply).

- I understand that the below email will be used for appointment verification only for the below named patient.
- I UNDERSTAND THAT COLLEGE/UNIVERSITY AND EMPLOYER-GENERATED EMAIL ADDRESSES ARE NOT SECURE AND MAY BE ACCESSED BY THOSE ENTITIES.
- I understand that email communications to and from Pike Creek Psychological Center cannot be guaranteed as secure.
- I acknowledge that the Missed Appointment Fee policy still applies.
- I understand that it is my responsibility to call the office as soon as possible if I receive information about an appointment that I believe is incorrect.
- I understand that I will have to fill out a new form should I decide to change the below information.
- I understand that I may choose to stop receiving these notifications at any time by notifying Pike Creek Psychological Center.

Please check all that apply and fill in the appropriate information. Remember that in addition to the emails, you can pick **EITHER** reminder call **OR** text.

Home email: \_\_\_\_\_

Work email: \_\_\_\_\_

Phone: \_\_\_\_\_

**OR**

Text: \_\_\_\_\_

**Please give us a preferred phone number *on which we are allowed to leave a message* if we need to give information other than reminders.**

Phone: \_\_\_\_\_

Printed Name of Client: \_\_\_\_\_

Printed Name of Signer (if other than client): \_\_\_\_\_

Relationship to client:  Self  Parent  Legal guardian

Signature: \_\_\_\_\_

Date: \_\_\_\_\_