



Telehealth Procedure Checklist for Mental Health Clients

- ✓ Call your therapist to schedule an appointment day and time. At this same time, your therapist will give you the Zoom appointment ID and Password for your visit.
- ✓ Download the **Zoom** app on your phone or computer. This will be the platform used for your telehealth therapy sessions.
- ✓ Go to the FourPoints Health website at www.fourpointshealth.org
- ✓ Click on “Patient Portal” in the top yellow bar.
- ✓ You can choose to sign up for the Athena Patient Portal at this time to securely message your therapist, your doctor, or view your information available in Athena. (This is not required for telehealth services)
- ✓ Toward the bottom of the page, under “Secure Online Access to Telehealth Service” click on the “Mental Health Patient Consent Form”, review the form, fill out the necessary fields, sign the form and submit it.
- ✓ At least ½ hour prior to your session, call your FourPoints Health Clinic and check-in over the phone and pay your co-pay if you have one. You can also check in prior to session via the Athena Patient Portal.
- ✓ Login via the Zoom link and password provided at your appointment time. You will be placed in the “waiting room” until your therapist joins the meeting.

If you have any struggles completing any of the above listed steps, please contact your therapist or the clinic front desk receptionist for assistance.

Cedar City

440 North Paiute Dr.
435.867.1520

Richfield

440 South Main St.
435.893.6800

Kanosh

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435.759.2610

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1449 N 1400 W Unit 19
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6109 West 3700 North
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