



Dear Client(s),

This letter is to inform you that I use a paperless system for billing and records, called Therapy Appointment. Therapy Appointment is completely secure, encrypted and backed up regularly to ensure safety. It is HIPAA compliant. Therapy Appointment decreases time spent on administrative tasks, which allows additional time for me to focus on client care.

If you so choose, you can receive appointment reminders through Therapy Appointment via text message, phone, or email. You may both receive reminders but will need to agree upon one method of reminder (i.e. text, phone or email). Please complete the information below and be sure to include your contact information on the Patient Information Form if you would like to receive appointment reminders.

Please do not hesitate to ask me any questions and share any concerns you may have regarding the above information. I look forward to working with you.

Sincerely,

Kimberly Panganiban, MA, LMFT (MFC#52717)

We would like to receive appointment reminders via:    Text    Email    Phone    None  
(Circle one)

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_