



Again, we want to first thank-you for choosing us to provide for your counseling needs and goals. We appreciate and acknowledge the courage it takes to want to make a change, and we are delighted, honored and privileged to be working with you through this journey. As we embark together, there are several forms and logistics we will need to review together.

The first step is to register as a new client on our free client portal. On the portal, you will have access to your account details from virtually anywhere. In addition to submitting intake documents, the portal can be used to schedule appointments and make payments.

Here is the link to the client portal where you can set up your client chart:

<https://drm.mytherabook.com/account/signup>

1st Portal Tab: Forms

New Client Forms in Online Portal	Instructions
Welcome Letter.docx	Read and print for your records
CSJ Notice of Privacy Practices.pdf	Read and print for your records
CSJ ROIF.docx	Complete IF you want your previous therapist to share your old records with CSJ
CSJ Consent Policies and Agreement.pdf	Please check the box and add your name to acknowledge receipt and acceptance of terms.
CSJ Technology Assisted Counseling Consent Form.pdf	Please check the box and add your name to acknowledge receipt and acceptance of terms.
CSJ Intake.pdf	Please complete 24 hours before your scheduled Intake Session

2nd Portal Tab: Billing

Please add your contact information and add credit card information to store to your account. This is the easiest method of payment. Please contact us if you have difficulty with the system. Dr. Mompremier does have a CashApp account (\$DrMompremier) and is willing to accept personal checks and money orders. Make checks payable to Creating Sustaining Joy, LLC and send to 1227 Rockbridge Rd. STE 208, #364, Stone Mountain, GA 30087.

Be sure to click the green SAVE CHANGES button in the upper right hand corner.

1227 Rockbridge Rd SW, Ste 208, #364, Stone Mountain, GA 30087

Phone: 844-308-3006

Fax: 844-227-3958

Secure Client Email: dr.m@itherapymail.com

Business Email: dr.m@creatingsustainingjoy.com

www.creatingsustainingjoy.com

3rd Portal Tab: Appointments

Step 1: Choose Dr. Mompremier

Step 2: Select your state as the online location

Step 3: Select 15-30 Min Free Consultation or select Psychiatric Diagnostic Evaluation (if scheduling an Intake) or select Online 95 Psychotherapy- 60 minutes (for **regular weekly sessions**).

COVID Office Hours are M/W 1-5pm and Fridays 1-4pm. Please contact Dr. M directly if you need an appointment outside of usual office hours.

4th Portal Tab: Make a Payment

Service dates in which an invoice has been created, will be listed in the box. Select the service dates you want to pay for and click MAKE A PAYMENT.

Check All	Service Date	Service	Staff	Billed	Amount Due	
<input type="checkbox"/>	04/29/2020	90837: ONLINE - 95 - Psychotherapy, 60 minutes with patient and/or family member	Dr. LaNiña E. Mompremier, Clinical Psychologist,	\$20.00	\$20.00	Make a Payment

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Make a Payment ×

Amount

Credit Card CVI ⓘ

[Enter New Card](#)

Date 04/30/2020

Notes

If you added your payment information previously, it should appear in the drop down box. If not, or if you need to use a different card, click ENTER NEW CARD. Then click MAKE A PAYMENT.

Last Section: Complete your Profile Information ALSO!!

See your name in the top right hand corner, click and a drop down menu will appear. Complete each of those items: Profile, Demographic Info, and Signature. **For example:**

FORMS \$ INSURANCE & BILLING APPOINTMENTS MAKE A PAYMENT \$20.00 DR. M ⓘ

Demographic Info

Profile
Demographic Info
Signature
Log Out

Contact Information

Home Phone (844) 308-3006

Mobile Phone (844) 308-3006

Street 1227 Rockbridge Rd Ste 208 #364

City Stone Mountain

State/Province Georgia

Zip/Postal Code 30087

County gwinnett

Emergency Contact

Full Name LaNina Mompremier

Phone # 844-308-3006

Relationship partner

Demographic

Birth Date 02/20/1965

Social Security #

Attention! For security reasons we do not show full SSN. To add or update SSN, enter digits without dashes, otherwise SSN will not be saved.

Gender Female

Gender Identity Female

Pronouns she

Sexual Orientation Undefined

Race Black/African-American

Marital Status Married

Religion Undefined

Employment Employed

Employer Creating Sustaining Joy

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