**R&R PAPERWORK.**

Once you have scheduled your Recommendation & Referral session, you will have access to complete the paperwork for your appointment. It is recommended that you complete this paperwork prior to checking in for your appointment. If you wait until you arrive, you will have a shorter appointment with your provider due to the time it may take to complete this form. Depending on how long this takes, you may need to reschedule your R&R for another day, which will result in a **late cancellation fee.** Please try to complete this ahead of time in order to avoid that.

If you have any issues finding and/or completing the form, please call [(253) 879 1555] or email (chws@pugetsound.edu) CHWS for support prior to your appointment.

The R&R Form can be found in your CHWS Communication Portal, which is located on your [Okta homepage](#).

Once you log in to your CHWS Communication Portal, you will see a menu list on the left hand side of your screen. Click on the **Appointments** tab.
Once in the **Appointments** tab, you will see a link to **COMPLETE QUESTIONNAIRE**. Once you click on this, the R&R form will populate on your screen and you will be able to fill it out and submit it.

Once you arrive for your appointment and check in, **four surveys** will be sent to your communication portal. When you log in to your communication portal, select **SURVEY FORMS** on the left hand side.