

# R&R PAPERWORK.

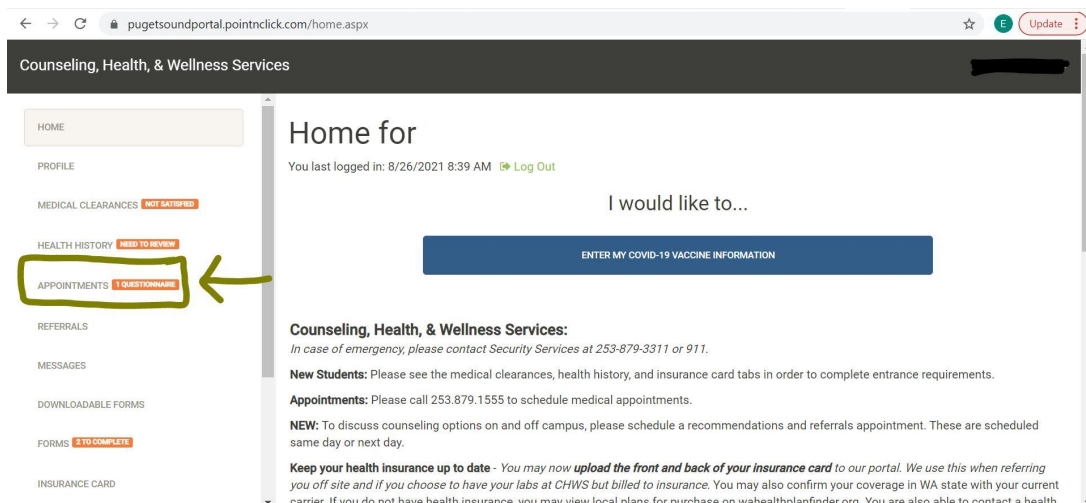
Once you have scheduled your Recommendation & Referral session, you will have access to complete the paperwork for your appointment. It is recommended that you complete this paperwork prior to checking in for your appointment. If you wait until you arrive, you will have a shorter appointment with your 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](mailto: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.

The screenshot shows a user interface for 'Counseling, Health, & Wellness Services'. On the left is a navigation menu with items: HOME, PROFILE, COMPLIANCE REQUIREMENTS (NOT SATISFIED), HEALTH HISTORY, APPOINTMENTS (1 QUESTIONNAIRE), REFERRALS, MESSAGES (12 UNREAD), DOWNLOADABLE FORMS, INSURANCE CARD, SURVEY FORMS, ACCOUNT SUMMARY, IMMUNIZATIONS, and LOG OUT. The main content area is titled 'Appointments for' and shows 'Currently scheduled appointments' with a 'REFRESH' button. A list of appointments includes one for 'Thursday, August 31, 2023 2:00 PM with POTTS, ERIN M PSY.D.' for a 'CS RECOMMENDATION AND REFERRAL' visit. A warning states 'Warning: Pre-visit questionnaire has not been completed'. Below this is a 'COMPLETE QUESTIONNAIRE' button with a red arrow pointing to it. A note at the bottom says 'A Text Message Appointment Reminder will be sent 2 hours prior to your appointment time.'

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.

The screenshot shows the 'Survey Forms for' page in the same portal. The navigation menu is identical to the previous screenshot. The main content area is titled 'Survey Forms for' and includes the instruction 'Please complete the following Survey(s)'. A list of surveys is provided: 'PHQ-9 (Patient Mental Health Questionnaire) for Appointment: 8/31/2023 2:00 PM', 'Alcohol Screening (AUDIT-C) Survey (Mental Health Questionnaire) for Appointment: 8/31/2023 2:00 PM', 'GAD-7 (Patient Health Questionnaire) for Appointment: 8/31/2023 2:00 PM', and 'CUDIT-R - Cannabis Use (Mental Health) for Appointment: 8/31/2023 2:00 PM'. In the navigation menu, the 'SURVEY FORMS' item is highlighted with a red arrow pointing to it, and it shows '4 TO COMPLETE'.