How to Request and Manage Appointments on the SimplePractice© Scheduling Platform

Meghan Rich Psychotherapy LLC

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1. Go to https://www.meghanrichpsychotherapy.com
2. Click on "Scheduling".
3. Choose "I'm an Existing Client".
4. On the "Instant sign in" page, enter the email address you provided on your initial intake form. Click the "Email Me a Link" button.
5. You will receive an email from SimplePractice inviting you to sign in to your Secure Client Portal. Click the "Sign In" button.
6. Next, you will be automatically signed to your Client Portal page. Click the "Request now" button.
7. On the "Request an appointment" page, choose "**Office Session**" or "**Telehealth Session**".

   Office Appointments

   a. Select "Office Session".

   b. Select "Office Appointments Available Thursday & Friday".

   c. Request an available date and time.

   d. On the "Thank you!" page, you have the option to:
   1. Cancel the appointment if you made an error -or-
   2. Add the appointment to one of three personal calendars

   e. Meghan will receive your request and accept or decline it.

   f. If accepted, you will receive a confirmation email with a link to Google Maps. If declined, request another date and time.

      i. To schedule additional appointments while still on the "Thank You" page, click "Request Appointment" in the upper right corner of the and repeat the process.

      ii. When you have completed scheduling appointments, click "Sign Out" in the top right corner of the screen.

Telehealth Appointments

a. Select "Telehealth Session"

b. Select "Telehealth Appointments Available Tuesday thru Friday".

c. Request an available date and time.

d. On the "Thank you!" page, you have the option to:
   1. Cancel the appointment if you made an error -or-
   2. Add the appointment to one of three personal calendars

e. Meghan will receive your request and accept or decline it.

f. If accepted, you will receive a confirmation email with a link to join the Telehealth session as scheduled. If declined, request another date and time.

   i. To schedule additional appointments while still on the "Thank You" page, click "Request Appointment" in the upper right corner of the and repeat the process.

   ii. When you have completed scheduling appointments, click "Sign Out" in the top right corner of the screen.

* Note: Your Client Portal also gives you access to your intake documents, fee payment history, and monthly auto-generated Superbills for tax deductions or out-of-network insurance reimbursement purposes.

Please connect with me if you have any questions or obstacles accessing your secure Client Portal and scheduling appointments online.
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