



Telehealth Procedure Checklist for Behavioral Health Clients

- ✓ Call your provider to schedule an appointment day and time.
- ✓ Download the **Zoom** app on your phone or computer. This will be the platform used for your tele-behavioral health sessions.
- ✓ Go to the FourPoints Health website at www.fourpointshealth.org
- ✓ Click on “Patient Portal” in the top yellow bar.
- ✓ You can choose to sign up for the Athena Patient Portal at this time to securely message your provider, your doctor, or view your information available in Athena. (This is not required for telehealth services)
- ✓ Toward the bottom of the page, under “Secure Online Access to Telehealth Service” click on the “Behavioral Health Patient Consent Form”, review the form, fill out the necessary fields, sign the form and submit it.
- ✓ Your provider will send you the appointment link and password for your session via encrypted email or through a Patient Portal message.
- ✓ At least ½ hour prior to your session, call your FourPoints Health Clinic and check-in over the phone and pay your co-pay if you have one. You can also check in prior to session via the Athena Patient Portal.
- ✓ Login via the Zoom link and password at your appointment time.

If you have any struggles completing any of the above listed steps, please contact your provider or the clinic front desk receptionist for assistance.

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