



Office Space Procedures

We will set up particular blocks of time (usually 4 hours or more) for you to be available to see clients. We assign offices based on trying to minimize office-switching, and give priority when therapists are seeing more clients. We will do our best to meet the needs of our therapists and make availability for clients. We also need to make the most of the office space that we have.

If you would like to change your general schedule, let the admin staff know. We will look at what is available and see if your request is possible. Please be clear when you will be starting and stopping (e.g. "3 – 6, last client at 5 pm").

Vacations/Time Away from the Office

If you will be away during your normally scheduled time, **please enter this information into TheraNest** on the dates/times that you will be unavailable. The appointment should read: "[Your Name] Out" (and choose the "All Day" checkbox) or simply schedule an appointment for a specific time and title it "Do not schedule." You could also let our admin staff know as they will make note of your absence.

It is of ***great importance*** to keep your TheraNest calendar up to date with clients that are already scheduled and with times you'll be out of our office. Our scheduler needs to be confident when scheduling a client to see you.