Initial Appointment Tips

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Tips

- Think of the initial consultation as a “get to know you.” You want to learn about the client just as they want to learn about you
- Think of a few questions that feel appropriate to ask first
  - How do you feel about being here?
  - Tell me about your relationship with food growing up
- The initial session will be a lot of Q & A between you and the client
- You do not have to provide a meal plan or much nutrition education
- End with some simple goals: like journaling, jotting down ED thoughts, keeping a food log...etc.
- If a family: meet with family together, then the client, then the caretaker
- Thank the client for answering your questions
- Make follow up appointment at the end of the session

Post Appointment Checklist

Below are some things to follow up on after the initial appointment

- Follow up with client if needed via email
- Make sure to have a release on file. Email client a reminder to sign the release if needed.
- Add providers to your marketing spreadsheet
- Contact therapist by email or phone
- Contact doctor. Confirm fax number. Fax follow up notes to docs.
- Follow up with other crucial members of the team

Use judgment for how often to contact other members of the team. Typically, we contact therapists weekly and doctors 1-2x/month (unless the client's doctor is very involved). I find that if I can easily email the doc, I might reach out to them more and cc them on the email to their therapist.