

# THCC Onboarding Checklist

This Checklist is provided to ensure that there are no missed steps during your onboarding process. It's use is optional but is beneficial during the onboarding process

- 15 minute Consultation Completed
- Provided Driver License for Client Portal Creation
- If applicable (Provided Insurance Cards for verification)
- Complete Profile In Therapy Appointment
- Scheduled your session

Optional items: If any item in this section is applicable you will receive an email advise that you must completed these items

- Updated Headway Profile(If applicable)
- Updated Alma Profile ( if applicable)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Additional information