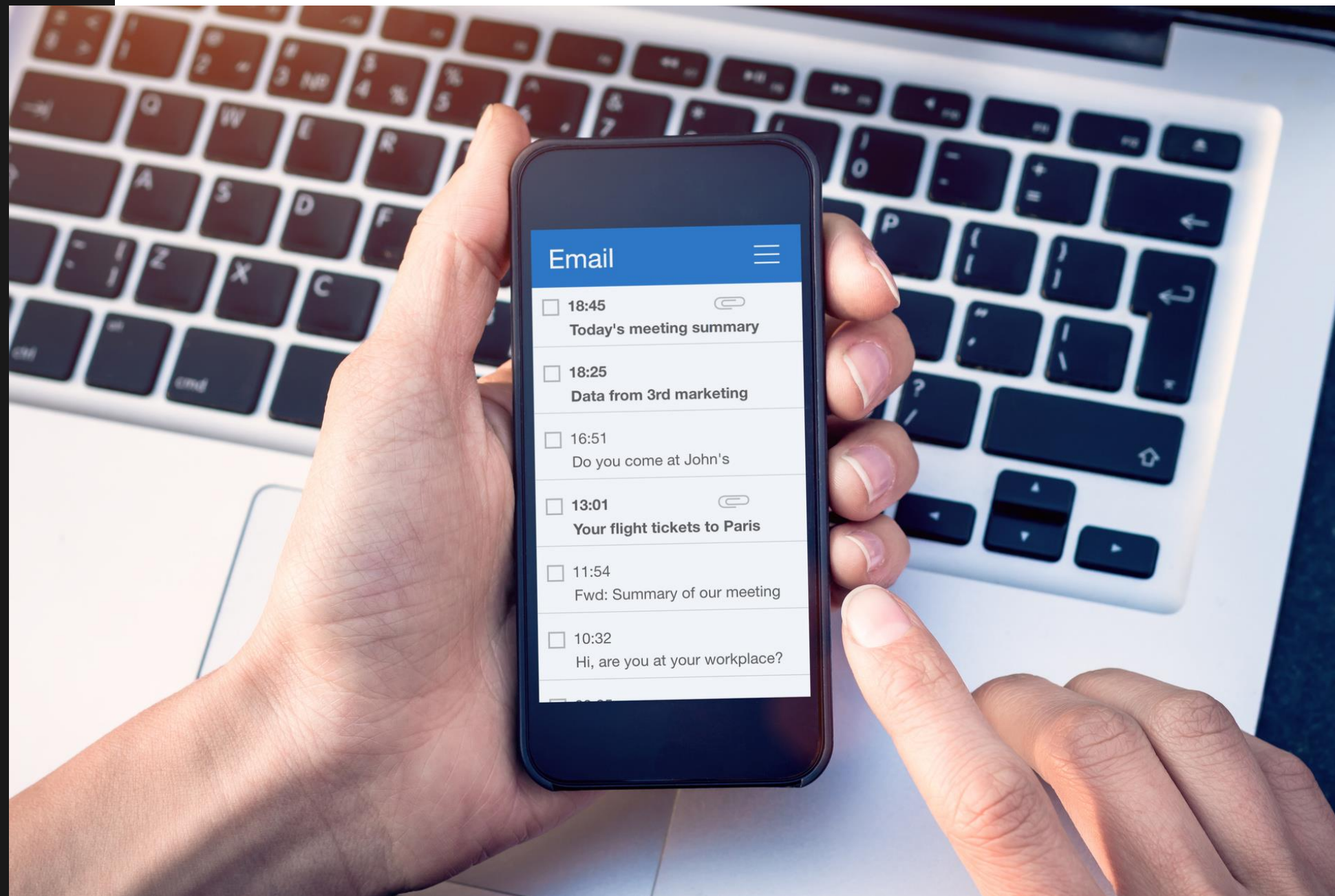


Tools





- **A working email account**



**2. A working
laptop/smart phone**

Get familiar with the facility



TAKE

AT OUR



In- person therapy protocols



**reserving a
room for an
in-person
session**



- **Go to FSEPs
web page**

www.familyserviceofelpaso.org

**2. select
'employee
portal'**

Log In

New to this site? [Sign Up](#)



Log in with Google

or

Log in with Email

3. create a profile

Sign Up

Already a member? [Log In](#)

Email

Password

I'm not a robot



reCAPTCHA
[Privacy](#) - [Terms](#)

Sign Up

or sign up with





hgarcia

SCHEDULE SESSION

EQUIPMENT INVENTORY

NEW HIRE

PERSONAL INFO CHANGE

LEAVE REQUEST

FEE REDUCTION

W9 FORM

W4 FORM

TIMESHEET

CHECK REQUEST

My Bookings

My Subscriptions

My Account

Manage Your Bookings

View, reschedule or cancel your bookings and easily book again.

Time Zone: Mountain Daylight Time (MDT)

Upcoming

History

You've got nothing booked at the moment.

[Check Out Our Services](#)

FAMILY SERVICE OF EL PASO

Select a Date and Time

Mountain Daylight Time (MDT)

< May 2023 >

Sun 14	Mon 15	Tue 16	Wed 17	Thu 18	Fri 19	Sat 20
-	8:00 am	8:00 am	8:00 am	8:00 am	8:00 am	-
	9:00 am	9:00 am	9:00 am	9:00 am	9:00 am	
	10:00 am	10:00 am	10:00 am	10:00 am	10:00 am	
	11:00 am	11:00 am	11:00 am	11:00 am	11:00 am	
	12:00 pm	12:00 pm	12:00 pm	12:00 pm	12:00 pm	
	1:00 pm	1:00 pm	1:00 pm	1:00 pm	1:00 pm	
	Show all	Show all	Show all	Show all	Show all	

Service Details ^

FAMILY SERVICE OF EL PASO

Next



- booking must be completed simultaneously with client, on TN & booking page
2. **Do not** double book a room for the same client
 3. **Do not** book a room for non-session related or any personal reasons.



Family Service
of El Paso

CLINICIAN CHECKLIST



- Check-in** at the Clinician Station
- Prepare** for the session [prepare the items to bring to the office: forms, worksheets, videos]
- Be on the **Lookout** for your client in the lobby.
- Start and finish your session **on time**.
- Check-in** your client on TherapyNotes
- Create a draft of your **documentation** while in session on **TN** [Therapy Intake/Consultation Note, etc..]
- Schedule a follow up session** while you are still in the office with your client.
- Sanitation & Housekeeping:** Please take maximum **2 minutes** tidying up and sanitizing office with spray.
- Evacuate office immediately** after sanitizing. Unless you have another in-person session scheduled & you have booked the same office consecutively, it is important to make the office vacant ASAP. There may be a scheduled session in that office after yours, we must be mindful of other clinicians & client's precious time.
- Check-out** for each of your in-person sessions at the Clinician Station prior to leaving the building



take note



In-kind

What is an in-kind contribution?

An in-kind contribution is a non-monetary contribution. Goods or services offered free or at less than the usual charge result in an in-kind contribution. Similarly, when a person or entity pays for services on the committee's behalf, the payment is an in-kind contribution.

Monthly reporting



- **Failure Fees**
- **Fee reductions**
- **Transfers**
- **Termination Policy**
- **DNRs**





MAIN PHONE LINE (915) 781-9900 FAX (915) 781-9930

OFFICE SUPPORT STAFF

- Administrative Assistant of Client Services (scheduling, clients' balances)
Elizabeth Duron, eduron@familyserviceofelpaso.org,
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- Administrative Assistant of Client Services (Insurance benefits, registration)
Sucett Sanchez, ssanchez@familyserviceofelpaso.org,
(915) 478-7557
- Secretary (Records, scheduling, faxes, printing)
Dalila Guerrero, dguerrero@familyserviceofelpaso.org (915) 433-8784
- Main receptionist (scheduling, PRIMARY evening contact)
Ian Reyes, ireyes@familyserviceofelpaso.org,
(915) 781-9900

ADMINISTRATIVE STAFF

- Executive Director and Clinical Supervisor (Transfer, fee reduction requests, staffing of cases)
Richard Salcido, rsalcido@familyserviceofelpaso.org, (915) 355-2491
- Director of Finance & Administration (
Hector Garcia, hgarca@familyserviceofelpaso.org
- Clinical Director & Therapist (group supervision, case consultations, counseling clients)
Claudia Ornelas, Cornelas@familyserviceofelpaso.org,
(915) 999-8715
- Office Manager (payroll, billing)
Fabiola Licon, Fabiola@familyserviceofelpaso.org,
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- Questions/comments related to SPECIFICS OF CLINICAL WORK:
Richard Salcido or Claudia Ornelas



**Family Service
of EL Paso**