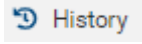


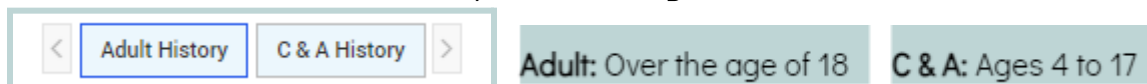
# History Information

In order for your appointment to be scheduled and confirmed you are required to complete the “History” tab on your patient portal. This information gives the provider a sense of familiarity before your appointment and allows for more time for you to discuss your needs and concerns with them.

To complete the history form please log into the portal:  
<https://bzabehavioralintouch.insynchcs.com/Login>

## Instructions on a desktop/laptop/tablet

1. On the left side panel click on 
2. The History page will show two different forms to select from  
Select the corresponding tab based on the client's age. Then complete the information to the best of your knowledge.



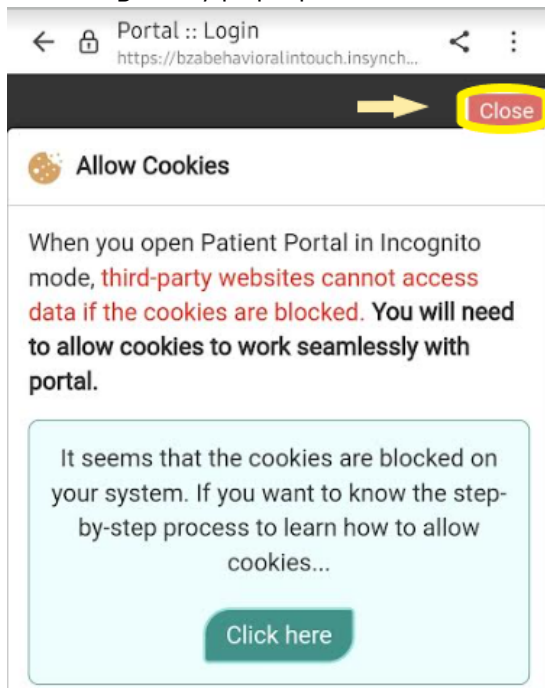
3. Click on Save to submit the information

**NOTE:** If you click on the Save button and get the message below, please go back to the form to answer the questions in red. *Example:*  Yes  No

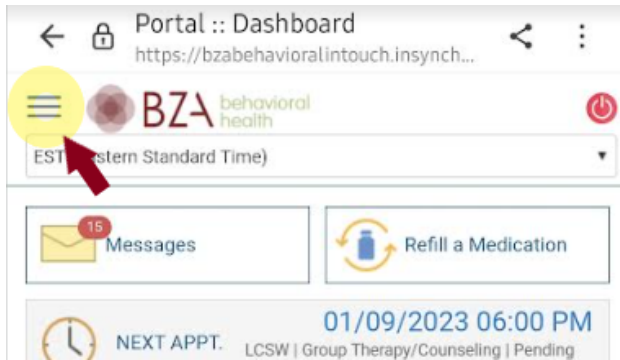
 Please enter mandatory field(s) with red asterisk sign.

## Tips if you are using a mobile device

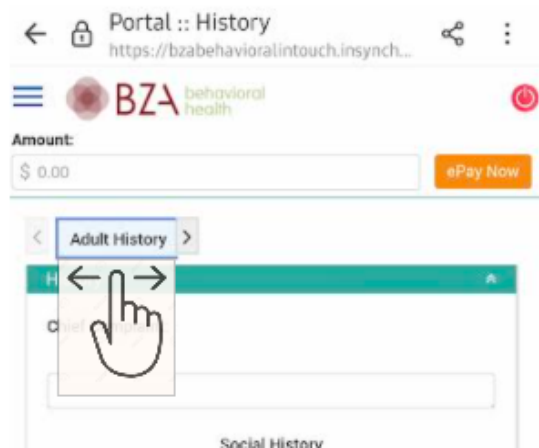
**NOTE:** This message may pop up when directed to the portal. You can click on close and continue to log in



- To get to the history tab, click on the top left next to the BZA logo to open up the side panel



**NOTE:** The "C & A" tab will not appear as an option and the arrow function may not work to get to it. You may need to swipe to the left in order to complete the C & A information.



If you have any questions or run into any issues while completing this form please email the front office at [info@bzabehavioral.com](mailto:info@bzabehavioral.com)