**Instructions for saving and e-mailing your completed In-Take Form (Windows)**

**Getting a copy of the SCA Intake Form**

Download the SCA Intake Form [here](https://cdn.shoplightspeed.com/shops/614396/files/15101603/on-line-sca-intake-form.docx)

After the form opens in Microsoft Word, in the left-hand corner, click the **File** tab. If you do not have Microsoft Word, please call the Clinic for additional instructions.

Click **Save As Browse** (to choose a place to file your document on your computer)



Please save your document with the following title:

**your name** on-line-sca-intake-form.docx

Example: **Valerie Blankenship** on-line-sca-intake-form.docx

**Filling out the SCA Intake Form**

Please take the time to read the document and fill out the editable forms.

Things to look for:

If you see a check box, please click in the box to mark your answer

Example(s):

Awaiting your input

[ ]  Most recent CBC blood work panel *and any other lab results if relevant to your health issues.*

|  |  |
| --- | --- |
| Health Issue | Severity |
| Click or tap here to enter text. | Click or tap here to enter text. |

Filled in

[x]  Most recent CBC blood work panel *and any other lab results if relevant to your health issues.*

|  |  |
| --- | --- |
| Health Issue | Severity |
| Hard of hearing | Moderate |

Helpful Hint: Please remember to hit SAVE once in a while during your input in order to save your data.

**Option 1 - if you have a default e-mail set-up.**

**Once your form is complete, you are ready to e-mail it to Sage Woman Herbs**

in the left-hand corner, Click the **File** tab

Click **Share Email Send as an Attachment**



This should open up your e-mail program, creating a new e-mail. The form should automatically attach to your e-mail.

Please send your form to the following e-mail address: clinic@sagewomanherbs.com

For any questions, please contact our office at: 719-473-9702 or 833-473-4372

**Option 2 - if you have web based email (examples: gmail, AOL, juno, msn) – follow these instructions:**

1. Open your e-mail application
2. Compose a new message
3. Please send your form to the following e-mail address: clinic@sagewomanherbs.com
4. Title your e-mail as SCA Intake form (your name) or SCA intake form Valerie Blankenship
5. Attach your intake form (example below):



1. Hit Send