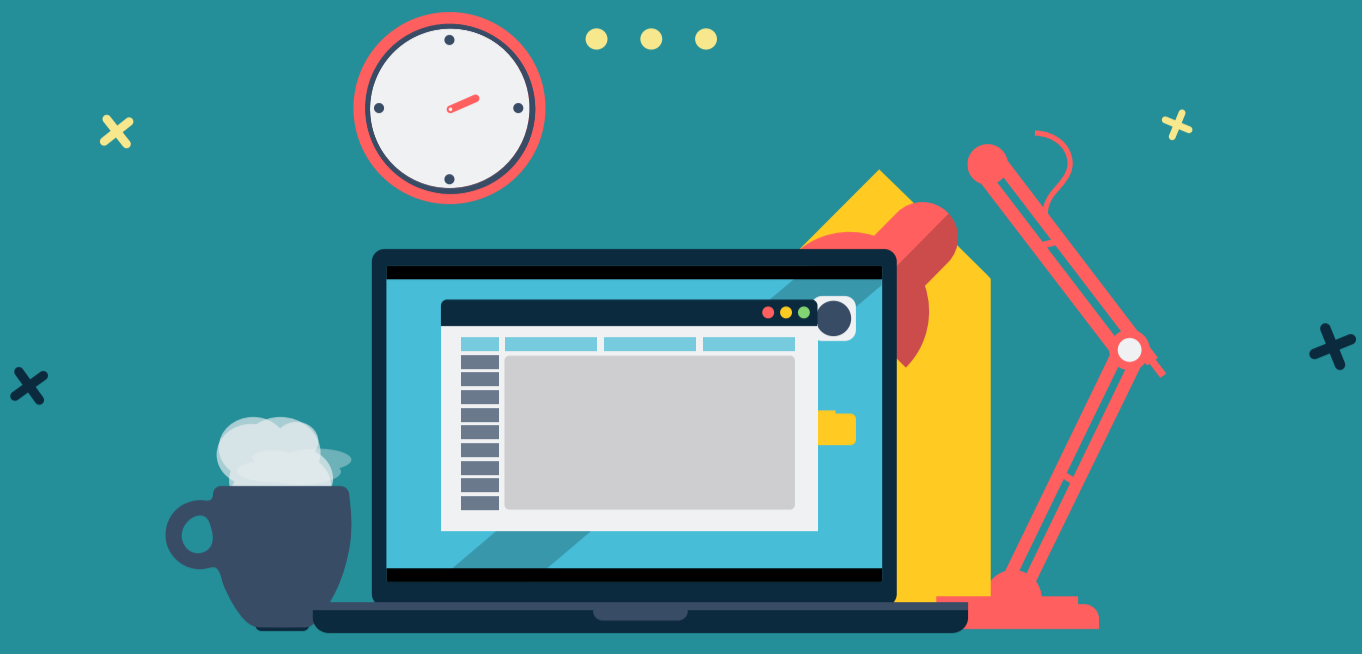


# Preparing for TELEHEALTH

## PROVIDER CHECKLIST



### 1 Screening

- Is the patient cognitively and clinically capable of participation?
- Do they have an acceptable risk profile?
- Make sure the patient:
  - Has tech resources to connect
  - Has a private physical space
  - Has given consent



### 2 Technology

- Platform is HIPAA-compliant
- Business Associate Agreement in place
- Good quality audio and video
- Adequate and secure connectivity

2

### 3 Office Environment

- Private
- Quiet
- Adequate lighting
- Good camera position
- Neutral background



### 4 Advanced Preparation

- Provider is:
  - Competent to provide treatment
  - Familiar with telehealth best practices
  - Familiar with technology and platform
- Client is oriented to technology
- Informed consent reviewed & documented
- Contingency plan reviewed
- Billing confirmed



4

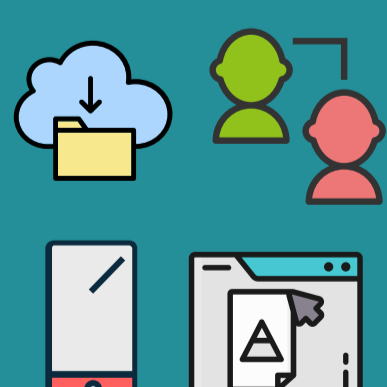
### 5 In Session Best Practices

- Verify identity
- Confirm location and contact number
- Review privacy
- All participants in view
- No recording without permission
- All parties silence apps and notifications
- Paper, pencil/pen, and other session materials nearby



### 6 Adding Value

- Take advantage of technology
  - Fillable PDF assessment forms
  - Whiteboard functionality
  - Sharing screens and documents
  - Mobile Health Apps



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## Additional Telehealth Resources

*Evidence Based Practice Resources for Telehealth*

*Preparing for Telehealth: Patient Checklist*

*APA Provider Checklist*

