



Preparing Patients for Telehealth

Patient Checklist

1 Advanced Planning

- Tell your provider your physical location/address.
- Tell your provider the best phone number to reach you during the session.
- Make sure your location is private.
- Make sure your WiFi is secured and private.
- Line up your tech:
 - Choose your device.
 - Use headphones or earbuds to improve sound and protect privacy.
 - Position your camera so you can see each other.
 - Have a back-up plan in case of technical difficulties.
 - Make sure your internet connection is adequate for video calls.

Location	
Contact	
Privacy	
Tech	

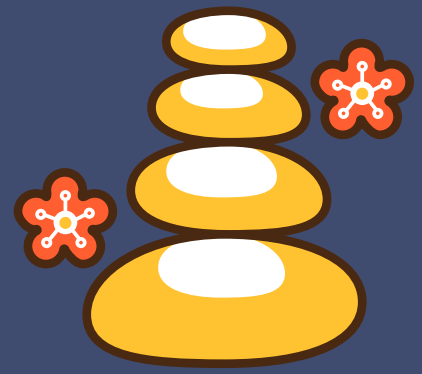
2 Before You Start...



- Turn off the TV, radio or music player.
- Put text and email on DO NOT DISTURB.
- Close browsers and other programs on your device.
- If needed, let other people in your location know that you will be busy for the duration of your session.
- Complete any self-reports or forms needed.
- Gather needed paperwork, files, or assignments.
- Get a pen or pencil and paper in case you need it.

3 Orienting Intentions

- Take a few minutes before the session to sit in the location you plan to use.
- Take a few slow breaths and direct your thoughts toward your session goals.
- Recognize and affirm your intention to work toward those goals.



4 Maintaining Focus

- Eliminate potential distractions as described above.
- When distractions occur, take a few slow breaths and bring your mind back to your goals.

5 Ending the Session

Once you have ended your video call, take a few minutes to change your orientation and focus to what you will be doing as you re-enter the hustle and bustle outside the session.

Set a routine or ritual to mark the change in activities and help you shift your focus from the session to life outside your session (choose one or more of the following, or make up your own).

- Do a short meditation or reflect on the work.
- Give yourself positive recognition or affirmation for taking care of yourself.
- Do a short meditation or prayer to close one activity and shift to another.
- Stand, stretch and do a few warm-up exercises or yoga poses.
- Take a short walk outside if weather and circumstances permit.
- Have a cup of tea, water, or another beverage as you reorient.
- Listen to pleasant music.
- Check messages or email and turn communications settings back to normal.



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