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## PREPARING FOR TELEHEALTH: PATIENT CHECKLIST

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### Plan ahead:

- Let your provider know where you are physically located and how you can be reached by telephone during the session. If this changes, update your provider.  
*My location/address for the session is:* \_\_\_\_\_  
\_\_\_\_\_
- The best phone number to reach me during the session is: \_\_\_\_\_
- Is your location private and free from interruptions and distractions?
- Is your WiFi secured with a password for privacy?
- Is your internet connection adequate for video calls?
- What device will you use? \_\_\_\_\_
- Do you need to use headphones/headset to improve sound and protect privacy?
- Is your camera positioned so that you can converse comfortably/see each other?
- Do you know what to do if the call is interrupted due to technical difficulties?  
*If my session/internet service is interrupted I can reach my provider by first calling (provider telephone):* \_\_\_\_\_  
*if that isn't working - (provider email):* \_\_\_\_\_

### Before the session:

- 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 you need to do before starting the session.
- Gather paperwork, files, or assignments you will need for the session.
- Get a pen or pencil and paper in case you need it to take a note or reminder.

**Orienting your intentions toward therapy:**

- 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.

**Maintaining focus during the session:**

- Eliminate potential distractions as described above.
- Recognize that distractions may happen, interruptions may occur.
- When needed, take a few slow breaths and bring your mind back to your goals.

**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 some 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/consider your next task.
    - Listen to pleasant music.
    - Check messages or email and turn communications settings back to normal.
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