**Telehealth Checklist**

**Please consider reviewing this checklist each time you are getting ready to begin a telehealth session.**

*\*Is your computer plugged in, and/or fully charged?*

*\*Is the volume on, and not muted?*

*\*Is your backlighting muted and your front lighting making you look clear online?*

*\*Have you cleared the space behind you so things look professional (no laundry baskets, or used Chinese food containers, etc)?*

*\*Is your camera/device sitting and stabilized, and have you checked your look in the small view of yourself- Are you sitting back far enough from the camera, so the client can see your torso and hands if you use them to express yourself?*

*\* Have you told whoever else is in the house that you will be unavailable during this session time?*

*\*If there are children or pets that might need attention, have you told your house mate, or arranged for them to be occupied?*

*\* Have you closed the door to your home therapy office?*

*\* Have you placed a Do Not Disturb Sign on your therapy office door?*

*\* Have you arranged for white noise if necessary?*

*\* Have you prepared ear buds or headset in case you need privacy?*

*\* Are you dressed appropriately?*

*\* Is your cell accessible, in case you need to call or text because of tech problems connecting or a mid-session interruption?*

*\* Have you checked that the proper CPT code is in the Theranest Calendar for this client?*

*\*Have you checked that there is not an outstanding balance for this client in Theranest Agenda?*

Once the session begins, Remember to ask the proper Telehealth session questions, and follow proper telehealth protocol for record keeping as outlined in your Telehealth agreement.

Feel free to ad items to this checklist if necessary, focusing only on the things we need to do immediately before starting a telehealth session.

Thank You!!!