

# Telehealth Appointment Preparation Checklist

## Technology

- Test your device (computer, tablet, or smartphone) with working camera and microphone.
- Check internet connection is strong and stable.
- Close unnecessary apps to avoid slowdowns.
- Log in 10–15 minutes early to test platform links.

## Space Setup

- Choose a quiet, private, and well-lit room.
- Position the camera at eye level, with head and shoulders visible.
- Reduce background noise (turn off TVs, silence phone).

## Privacy

- Ensure no interruptions during your visit.
- Clarify if a caregiver or interpreter will be present.

## Health Information

- Write down all medications with dosages and frequency.
- Prepare a list of symptoms, health concerns, and questions.
- Have recent vitals ready (weight, temperature, blood pressure, if available).
- Keep pharmacy contact information handy.

## Stay Organized

- Bring pen and paper to take notes.
- Ask a trusted person to help with notes if needed.

Category	What to Do
Technology	Test device, camera, mic, internet; log in early
Space	Quiet, private, good lighting, steady camera
Privacy	Ensure confidentiality; clarify if others join
Info Ready	Medications, symptoms, questions, vitals, pharmacy info
Notes	Keep pen/paper ready; take notes during appointment