



## **Tips for Preparing for your Telehealth Therapy Appointment on Simple Practice**

Simple Practice is an online Electronic Health Record System utilized by therapists to manage scheduling, notes and practice related matters in mental health settings. A feature of Simple Practice is its ability to integrate Telehealth sessions via video and voice communication on a computer, tablet or phone screen. Below are some tips to help in getting started using Simple Practice for Telehealth purposes.

### **LOGISTICAL PREPARATION**

1. Make sure you have informed your provider of your desire to use Telehealth services
2. Assure you have reviewed and digitally signed an informed consent for Telehealth services
3. Please download Google Chrome on your computer if you will connect in this way. It has been shown that Chrome works better than Safari (Mac) or Explorer (Microsoft)
4. If you plan to use a phone or tablet please download and test the app BEFORE your appointment time
5. Please test your microphone and speakers
6. Please review Simple Practice's FAQ to Telehealth Services to help anticipate any technological difficulties that may arise. Found here: <https://www.affirmativecounselingpsych.com/resources>
7. Please check your email the day of your appointment to locate the link for your Telehealth appointment.
8. About 10 minutes before your appointment you may receive a text notification of your appointment starting (if you do not please inform your provider if you would like to add this feature)

### **EMOTIONAL/PSYCHOLOGICAL PREPARATION**

1. Find a quiet and secure space to have your appointment. Make sure this space will stay quiet and secure for at least an hour. If you are at home or in mixed company ask for what you need.
2. Please make sure your Telehealth space is free from distractions such as children (when possible), phones and other items on your screen
  - a. Use of Airplane mode on a phone is helpful if not turning off completely
  - b. Silencing notifications such as email on a computer is also helpful
3. A few minutes before your appointment take a few deep breaths to help get yourself grounded and centered
4. Your therapist will appear on the screen at your appointment time ready to connect!

If there are ANY technological problems please call this number to engage in telephone therapy with your therapist

**352-474-8876**