



## How to Prepare for a Video Appointment with your Horizon Treatment Team

### Before the Day of your Appointment



**Identify a private location for your appointment**

This should be a place where you can be alone, uninterrupted, for the duration of your video session. Ideally, find a place with good lighting for the video and an appropriate background. This might be a room in your home or could be in your car. You can also use headphones if you are worried others may hear.



**Check your technology**

Consider what technology you will use. This might be your computer, an iPad, or your mobile phone. Ensure your preferred device has a working camera, speaker and microphone, ensure your camera and audio work, and check that the location for your video session has a strong internet connection.



**Prepare your thoughts**

Think about what you want to discuss. What would be most helpful for you right now? Make notes if that helps you.



**Charge your devices**

If you are using a phone or a laptop, the internet and video usage will require a charged battery.

### On the Day of Your Appointment

**Get ready for your video session**

On the morning of your appointment, your device should be fully charged or have the power cords available. An automated text message and email will be sent to you 30 minutes before your scheduled appointment time with the secure link to enter your visit. Please use this link at your scheduled appointment time. We recommend having your technology ready and your space quiet and free from distractions.



**Do not forget...**

Make sure you have any notes about what you want to discuss. Have a pen and paper in case you need to take notes. Bring reading glasses if you need them. Have the phone number for the clinic in case you need technical support.



### Start Your Appointment



**To get started**

At your scheduled appointment time, click on the link provided in your email or text message to begin your session. Make sure the camera is at about eye level. Your care team member will join and usually start by asking your name (first time sessions), your current location, and other basic details. The video session should last the same amount of time as an office visit. Make sure you ask any questions you have before you sign off.

- [How to Join Your Telehealth Visit](#)



**Your next session**

You and your care team member will schedule your next session at the end of the visit. Please continue to tell them if there are issues or you are uncomfortable with this format.

For additional resources and “How-Tos,” please [visit our website](#).  
For assistance, contact your clinic today!

