



TELEMEDICINE INSTRUCTIONS

This practice uses Zoom software for simple and privacy-compliant Telemedicine appointments. Please follow these steps for a successful telemedicine experience!

Please Note: *If you are using insurance for your appointment, it's required that you select to use video for your call.*

Before your Telemedicine appointment, please complete the following:

1. Complete a **Telemedicine Consent Form**, and send it to Vermont Wellness Medicine via fax or mail.
228 Maple St. Suite 31A Middlebury, VT 05753 - Fax: 802-989-7881
2. If you have a co-pay, please send a check with your co-pay amount if applicable the address above.
3. Make sure your device is wired to the internet or connected with a strong WiFi connection.
4. Visit <https://zoom.us/download>, and download Zoom onto your device, if possible.

To prepare for your appointment, please do the following:

Your appointment duration is about 25 minutes. Answer the following questions prior to your appointment to better guide your visit. You do not need to send the answers to us but they are prompts to help you to be prepared:

1. What are your goals for today's visit?
2. Have you started or stopped any medications since our last visit?
3. Please have doses and names of new medicine with you at the computer.
4. Do you have any new diagnosis since your last visit?
5. Do you have any new symptoms to discuss? Please be prepared to let Dr. Littlefield know when the symptoms started and how they might be changing.

To join your telemedicine appointment, do the following:

1. Your appointment reminder is sent via email 24-48 hours before your scheduled appointment time from vtwellmed@gmail.com.
2. In that email, click the link a few minutes before your appointment. **Note:** *Your link will have a personalized with a 9, 10 or 11 digit number at the end. For example- it will look like this <https://success.zoom.us/j/1122334455>*
3. If you haven't already downloaded Zoom, you will be prompted to download the program before joining the meeting. This is quick and easy, simply follow the prompts.
4. Once Zoom is installed and you have clicked your personalized meeting link, the *Join a Meeting* window displays. In the window, enter your first and last name in the *Username* field, and then click the blue box, **Join**. You are now successfully logged into your Telemedicine Appointment!

Please Note: *If Dr Littlefield or Dr. Hill have not yet finished with the prior patient you may wait with a blank screen. We appreciate your patience.*

Need Technical Assistance?

If you need any further technical assistance or if you would like to do a test call in advance of your visit please contact Amanda with your questions at least 48 hours before your meeting at vtwellmed@gmail.com.