



### Telehealth Procedure Checklist for Medical Appointments

- ✓ Call your FourPoints Health clinic to schedule an appointment.
- ✓ Download the **Zoom** app on your phone or computer. This will be the platform used for your telehealth appointment.
- ✓ Go to the FourPoints Health website at [www.fourpointshealth.org](http://www.fourpointshealth.org)
- ✓ Click on “Patient Portal” in the top yellow bar.
- ✓ You can choose to sign up for the Athena Patient Portal at this time to securely message your provider or view your patient information available in Athena. (not required for telehealth services)
- ✓ Toward the bottom of the page, under “Secure Online Access to Telehealth Service” click on the “Medical Patient Consent Form”, review the form, fill out the necessary fields, sign the form and submit it.
- ✓ Your provider will send you the appointment link and password for your session via encrypted email or through a Patient Portal message.
- ✓ At least ½ hour prior to your session, call your FourPoints Health Clinic and check-in over the phone and pay your co-pay if you have one. You can also check in prior to session via the Athena Patient Portal.
- ✓ Login via the Zoom link and password at your appointment time.

If you have any struggles completing any of the above listed steps, please contact your provider or the clinic front desk receptionist for assistance.

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