

Teleconsultation checklist

Participate in a teleconsultation as a patient

» Source : <https://telesantequebec.ca/en/patient/participate-in-a-planned-virtual-meeting/>

Before the meeting

1. Check that I have the technical requirements:
 - e-mail address;
 - Internet connection;
 - computer or mobile device.
2. Download the Microsoft Teams application (if I use a mobile device).
3. Check the appointment confirmation email information:
 - date;
 - time;
 - speaker's name;
 - link for the meeting.
4. Test connection, sound and image if I deem it necessary with page [Test the technological equipment prior to a teleconsultation](#) (source : <https://telesantequebec.ca/patient/tester-equipement/>).

At the time of the meeting

5. Choose a quiet space with no ambient noise.
6. Have within easy reach:
 - my health insurance card;
 - my phone.
7. Join the Teams meeting by clicking on the link in the appointment confirmation e-mail (about ten minutes before the appointment).
8. Locate the buttons on the Teams interface to:
 - turn on/off your camera;
 - turn on/off your microphone.
9. Identify myself with my health insurance card at the start of the meeting with the professional.
10. Express my comments and questions to clarify communication during the meeting.
11. End the meeting by clicking on the red "Leave" button.