

TIPS FOR HOSTING A VIRTUAL VISIT

Use laptop/computer, not smartphone

Although the technology (OTN, Microsoft Teams) enables the ability to perform a meeting via smartphone, its best to use a computer/laptop when possible. This provides a better connection, easier to document in the EMR and take notes if required.

Webcam and Microphone

- Position your webcam at eye-level, this will help in making the conversation more natural as if you were meeting in person.
- Testing the microphone and speaker in advance can help in determining the quality, if your laptop/desktop has poor quality try switching to earphones

Appearance

Dressing professional helps and affects the way in which you speak and interact with patients. Recommendation is to dress as if you were meeting the patient in person.

Be Prepared

Ensure you have the correct technology in place to host the event (Microsoft Teams, Ontario Telemedicine Network (OTN) and telephone)

- Test the platform in advance of the meeting, ensure your webcam, microphone and speaker is functioning
- Run an online speed test from the room you would like to use for video consults to find out your internet speed, by [clicking here](#)

Create a Professional Remote Office

- Create an environment which is quiet with minimal distractions for the patient
- Have a neutral coloured wall in the background such as grey, white or blue
- Good lighting is key, having a LED lamp on your desk with adjustable settings can be effective

Avoid Multitasking

Being fully engaged in the virtual visit is key in ensuring your visit is completed with quality and care.

Turn off Notifications

Prevent distractions from appearing on your screen. Mute email notifications sounds, turn your cellphone on silent this will help in ensuring no distractions occur during your visit



References:

- Ferrazzi, K. (2020, March 04). How to Run a Great Virtual Meeting. from <https://hbr.org/2015/03/how-to-run-a-great-virtual-meeting>
- Liu, J. (2020, March 18). 12 Tips For Making Your Virtual Meetings More Professional. from <https://www.forbes.com/sites/josephliu/2020/03/17/virtual-meeting-tips/>
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