

Sample CVT header template for Initial Appointment:

This appointment was conducted via telemental health/clinical video teleconferencing (CVT).

As this was the patient's first CVT appointment, the following information was reviewed:

1. The nature of telemental health and its benefits and risks
2. Confidentiality and its limits
3. The emergency plan, confirmed Patient's location for this appt
4. The time-limited, therapy options available via CVT
5. The importance of consistent therapy attendance
6. The online resources available (detail information provided)
7. How to sign up for secure email messaging (if an option)
8. The importance of having a confidential location for the service
9. The appt should be treated like a doctor's apt (no smoking during session, showing up fully dressed, no driving during session)
10. The patient was notified of right to decline TMH services and eligibility for other options.
11. The patient has consented to be seen via TMH.

EMERGENCY PLAN

In the event of an emergency, provider may:

- As available (e.g., Clinic, shelter) and appropriate, attempt to alert on-site staff to the situation so that they can initiate the existing on-site emergency protocol.
- Call 911 and ask to be connected to emergency services for the location of the emergency.
- Patient's current location for this appointment (verified with patient):
- Non-clinic location type: [e.g., home, shelter, work, vehicle]
- Patient's location address:
- |PATIENT ADDRESS INDENT|
- |PATIENT PHONE|
- |PATIENT EMAIL|
- Provider's location and contact information for this appointment (verified with patient):
- Provider's location: [e.g., Agency, Alternative Work Station]
- Provider's phone: XXX-XXX-XXXX

