

## TELEHEALTH CHECKLIST

Division: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Completed by: \_\_\_\_\_

#	YES	NO	Originating Site- Contracting Requirements	
1.	<input type="checkbox"/>	<input type="checkbox"/>	Medi-Cal site certification (including necessary mode of service)	Certification Date:
2.	<input type="checkbox"/>	<input type="checkbox"/>	Ensure contract outlines telehealth in scope of services	
3.	<input type="checkbox"/>	<input type="checkbox"/>	Ensure contract adds telehealth service code	

#	YES	NO	Originating Site- Technical, Privacy, and Security	
1.	<input type="checkbox"/>	<input type="checkbox"/>	Ensure distant site telehealth provider is given Telehealth Privacy Handbook	
2.	<input type="checkbox"/>	<input type="checkbox"/>	Set up VPN access and e-mail (if necessary) for distant site telehealth provider	
3.	<input type="checkbox"/>	<input type="checkbox"/>	Ensure that distant site has regularly maintained anti-virus software on computer	
4.	<input type="checkbox"/>	<input type="checkbox"/>	Ensure Telehealth Self -Assessment is provided to and received from distant site telehealth provider	

#	YES	NO	Originating Site- Documentation	
1.	<input type="checkbox"/>	<input type="checkbox"/>	Ensure consent for Telehealth is signed and current	
2.	<input type="checkbox"/>	<input type="checkbox"/>	Ensure appropriate service codes are added to provider in SmartCare	
3.	<input type="checkbox"/>	<input type="checkbox"/>	Establish mail courier schedule for regular pick-ups of required paper documentation	

#	YES	NO	Distant Site- Technical, Privacy, and Security	
1.	<input type="checkbox"/>	<input type="checkbox"/>	Ensure scanner and shredder are in good condition and functioning to support scope of work	
2.	<input type="checkbox"/>	<input type="checkbox"/>	Ensure provider VPN connectivity	