

# CHECKLIST FOR TELE-BEHAVIORAL HEALTH SESSIONS

- Find a quiet location in your home or office
- Lock the door when possible
- Turn off all noisy appliances (i.e. fans, radios, etc)
- Silence your cell phone
- Turn off email, text messaging, Facebook or other social media page on your computer
- Remind others that you cannot be disturbed
- Request that others answer the doorbell or telephone
- Arrange to have children supervised in another area
- Inform the therapist of anyone else that might be within hearing distance of the session
- Only use your private computer or laptop for video-conferencing, never your business or company computers
- When using your cell phone for video or telephonic sessions, be sure to turn off your Bluetooth setting