# **Telephone Appointments**

### **How to Book a Telephone Appointment**

Please call us at 613-823-7766 or visit our website for more information.

#### **How to Prepare for a Telephone Appointment**

- Make sure you are available for your scheduled appointment time. Please be patient for your call, as we are experiencing a high volume of patients.
- Your appointment call may come in as a blocked number. Please ensure your ringer is turned on.
- Have your full medication list handy.
- Make a list of any required medication refills prior to the visit along with your pharmacy information.
- If you take blood pressure medication, have diabetes, or heart disease, please obtain home blood pressure readings prior to the visit.

#### **About Confidentiality**

While doing virtual appointments, we do our best to ensure your health information is protected. However, please note, that the use of any technologies in our communication increases the risk that your health information may be intercepted or disclosed to third parties.

To help us keep your information safe and secure, you can:

 Use a private computer/device, secure accounts (ex. encrypted e-mail account), and a secure internet connection (i.e a home wifi connections is more secure than an open guest wifi connection).

By providing your information, you agree to let us collect, use, or disclose your personal health information through video or audio communications (while following

applicable privacy laws) in order to provide you with care. The following means of communication may be used: telephone, e-mail, video-conferencing, website/portal and others as needed.

## Why a Telephone Appointment?

Telephone visits help us keep both our patients and our staff protected by minimizing exposure as much as possible. You will be notified by the doctor if you need to come for an in-person assessment at the clinic.