**Erica D. Prince, PhD, LLC**

**Guide to Entering Video Therapy Sessions**

I am using a HIPAA compliant video meeting app called VSee to conduct psychotherapy sessions remotely, for times when meeting face-to-face is not feasible. While getting started with video therapy sessions may involve some adjustments and trial-and-error, it is my intention to make it as easy and effective as possible for you. I will continue to check in with you about how you feel your work with me is going, and will do my best to address any problems that arise. Be aware that in the technology arena, I am not very knowledgeable, but VSee seems to have a good support system for trouble-shooting.

1. Please download, read and sign the Teletherapy Consent Form found in the Forms section at the end of my website ([ericaprincephd.com](https://ericaprincephd.com))
2. If possible, please fax it back to my confidential fax line: 541 752 0906. If you don’t have access to a private fax, we will make other arrangements.
3. I need both your email address and mobile phone numbers to initiate contact. Please make sure I have both. You can email them to me at ericaprincephd@gmail.com or text them to me (make sure to include your name) at 541 760 2668.
4. VSee has several other functions apart from video. I will not be using its electronic health record system, nor its scheduling system.

**Instructions**

1. Download the VSee Waiting Room App and the VSee Messenger App to your device(s). Here is a complete set of directions: <http://rhgnc.org/wp-content/uploads/2017/12/vsee-ptinstructions.pdf>
2. When it is time for our appointment, I will email you a request to enter the “Waiting Room.”
3. It is important that you are in a private location so that your conversation with me will not be overheard.
4. Please refrain from driving or engaging in other activities that require your full attention while we are video meeting, and as always, if you are having an emergency call 911 or go to the nearest emergency room.
5. In the app, you will give your first and last name. There is a “reason for visit” line which you can simply fill in with the word “therapy.”
6. When our call is over, one or the other of us will hang up by hitting the red phone icon. You can then click on the Exit Waiting Room button.
7. There is a set of stars to “rate your telehealth visit.” This is part of the app, and not information I will gather so feel free not to mark it at all and just hit “Submit.” If you do mark the stars, I may inquire with you if there is anything I can do to improve your experience with the app.