

# LTCI VIRTUAL VISIT TOOLKIT: Set up and Share Virtual Visit

## VIRTUAL VISIT SOFTWARE TUTORIALS

[Zoom for Healthcare - Preparing your workstation for a virtual visit](#)

[Zoom for Healthcare - Conducting a Virtual Visit](#)

[FaceTime – How to Make a FaceTime Call](#)

[MyVirtualVisit – Ad-hoc Visit Workflow](#)

[Getting Started with Doxy.me](#)

## CALENDAR INVITE

**Using a Computer-Based Calendar:** (e.g. Outlook or Google Calendar)

Schedule the meeting with the videoconferencing program of choice. Enter the virtual visit appointment in the calendar, making note of the requirements for the call. Send an email to the physician and/or other guests, confirming the booked appointment, with instructions for how to join the meeting (example included below).

*\*\* Ensure that the session invitation sent by email or text does not include any confidential resident information. \*\**

**Haven't sent a calendar invite before?** Click the links below!

[Outlook](#)

[Google Calendar](#)

## INVITE MESSAGE TEXT [EXAMPLE]

Hi Dr. [Physician Name]

This is a courtesy reminder of your Virtual Care Appointment at [Facility Name]:

[Date & Time]

[Virtual Care Meeting Link]

[Teleconference Phone # and Meeting ID]

[Application help link or facility contact info]

Need to cancel or change this appointment? Please email or contact [Organizer's Name] at [phone number] with at least 24 business hours advance notice

Email Signature

**DISCLAIMER:** This virtual care visit, email invite, and any attachment(s) is/are for authorized use by the intended recipient(s) only and must not be read, distributed, disclosed, used or copied by anyone else. If you are not the intended recipient, please notify the sender immediately, disconnect and delete any attachment(s).