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## **Disability Determination Services (DDS) – Consultative Examination by Telehealth**

Thank you for agreeing to participate in your consultative examination by online video conferencing.

You should be aware that there are clear benefits to this online assessment, including protecting you and me from illness, convenience, and flexibility.

But you should also know that there may be risks of video-conferencing, as well, including technology glitches and potential lapses in confidentiality (despite my every effort to utilize secure platforms for our use), which would not be at risk in the same way as a traditional face-to-face session.

### **How it will work**

In order to make sure your interview is private and secure, we will be using the Zoom video conferencing platform.

Your interview will be securely encrypted and password protected (see your email for this information).



Please select from the following options and have prepared to download the app or be on the website ahead of your appointment so that you do not run into technical difficulties at the last minute.

You may use Zoom on your computer on the [internet](#), or you can download an app to your phone, tablet, or computer/Mac desktop. **It is free, and you do not need to sign in or create an account if you don't want to.**

If you plan to use your:

iPhone or iPad, download app from:	<a href="#">App Store</a>
Android phone, download app from:	<a href="#">Google Play</a>
Windows or Mac computer, download app from:	<a href="#">Zoom website</a>
Internet browser (no downloads), go to	<a href="https://zoom.us">https://zoom.us</a>

### **About 5 minutes prior to your scheduled appointment**

- Please make sure you are in a quiet, private place with no distractions, no TV, no notifications on your phone, no people walking around in front or behind you.
- Have a list of your current medications nearby
- You **MUST have a government issued ID** to show me. I cannot complete evaluation without seeing it.
- Have a blank piece of paper and a pen/pencil nearby

### **Logging on to the appointment**

- Click “Join a meeting” (on the internet/website, it’s along the upper right side of the window)
- It will ask you for a **Meeting ID** and **Password**, both of which are in the email that came with this notice. That information is individual and specific to your appointment.
- Once you are logged in, please make sure both of your **AUDIO** and **VIDEO** are turned on.
  - It is important that I both see you clearly and can hear you well for the appointment to be valid.
  - I try to be available about 5 minutes before your appointment, but please be patient if I’m not there immediately.

*If we have bad connectivity or get disconnected, please make an effort to get back into the meeting, or you can call me at 860-251-9508. The interview needs to be completed in its entirety to be valid and submitted to DDS.*