

## Westminster Wellness Center

### Instructions for Telehealth Visits via Microsoft Teams

While the college is following coronavirus precautions, the Wellness Center will not be available for walk-in services. All visits will be scheduled by appointment. The nursing staff will be available, **Monday – Friday, 7:30 am to 3:30 pm** for virtual visits. We will use Microsoft Teams software to conduct telehealth video visits. If upon this initial evaluation it is determined that a student needs to be seen in-person, an appointment will be scheduled with the appropriate health care provider at the Wellness Center or referred to appropriate care within the local community.

Telehealth visits are not appropriate for emergency or crisis situations. If you are having an emergency, call public safety at 724-946-7777, or 911 if you are off campus.

#### How do I schedule an appointment?

Appointments can be set up by calling the Wellness Center at **724-946-7927**.

#### How do I access the Telehealth Visit?

The Wellness Center staff will send you an Outlook Calendar invite for the date and time of your appointment which will include a link to join the Microsoft Teams meeting.

At the time of your appointment, you will click on the Link in the email or on your Outlook calendar to join the appointment with the health care provider.

#### Preparing for your Appointment

All Westminster students have access to the entire Microsoft Office suite FOR FREE on multiple devices. Go to our [Office 365 portal](#) and login with your Westminster username and password to download the software if you have not already done so.

Download the Microsoft Teams application to your desktop, laptop, tablet or phone. You will need to use a device with audio and video capabilities.

Please visit: <https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7> to familiarize yourself with Microsoft Teams software prior to the time of your scheduled appointment.

You and the healthcare provider will engage in an appointment from a private location where they will not be overheard or interrupted. You should also locate a quiet, private place from which you can fully participate in the appointment. Like traditional health care appointments, the Wellness Center staff will maintain documentation in our HIPAA-compliant Electronic Medical Record system.

Students will complete an informed consent for telehealth prior to engaging in remote services. This will include having you provide an emergency contact that is local to you and a reliable call-back number, should our appointment be disrupted.