

Instructions for Video Chat (Telepsych) Appointment

Please note you cannot schedule an appointment through the website. You must call the office at 850.877.0635 to schedule an appointment.

- 1.) Go to www.tlhpsychiatry.com
- 2.) Click on Providers at the top of the page
- 3.) Click on your Provider's name or photo
- 4.) Select the blue hyperlink that starts with the words "CLICK HERE" and the VSee Clinic page will open
- 5.) Select "Enter Waiting Room" in green
- 6.) You may proceed as guest or set up an account
 - if you set up an account you will receive an email to "Activate your Psychiatry Associates of Tallahassee account" with a link that is good for 24 hours and a verification code.
 - if you proceed as guest, you will not get the above mentioned email and will enter your name in the pop up boxes where indicated
- 7.) First time users will click to download the HIPAA compliant VSee.
 - If using a smartphone it will offer the option to download the HIPAA compliant app
 - If using a laptop/desktop computer will download the HIPAA compliant software
 - If using a desktop computer you will need a webcam
- 8.) Pop up asking "What is your health concern today?" will appear.
- 9.) Enter either "follow up appt" or "New Patient" (whichever applies to you)
- 10.) Check the box to "Consent to participate in a Telemedicine Consultation" then click Continue
- 11.) Skip the "Verify and update the following information page"
- 12.) You will be placed in a Virtual Waiting Room and should see a video of yourself-remember to allow camera and microphone access
- 13.) Provider will eventually appear on the screen to begin the appointment.

*Please note: if a room code is required, check your provider's webpage for their specific code to enter the correct waiting room.