



Piedmont Music Therapy, LLC

New Clients: Telehealth Check-List

Created March 27, 2020

Please follow these steps when requesting individual treatment:

- Complete [Intake Form](#)
 - Received confirmation from PMT Staff and completed intake phone call (lasting 5-10 minutes).
- Sign [Telehealth Consent](#)
- Complete [Home Setting Participation Survey](#)
- Sign [Consent To Exchange Info](#) (for music therapist to receive notes from other providers)
- Complete a Pre-Appointment Test Call via GoogleHangOut. This does not need to include a client - just the guardian to ensure technology is usable.
 - Check out the tutorial video we created to help folks using GoogleHangOut for the first time - it is on our [main website](#).

Here are some tips to help set-up your space for virtual appointments:

- **VIEWING:** Phone/Laptop/Computer with camera should be placed approximately 1-3 feet in front of client. Avoid having a window behind the client since the lighting lowers visibility.
- **HEARING:** Set-up a quiet space so that only the caregiver and client are in the room. Refrain background sounds such as pets walking around or muting/silencing televisions/radios/phones.
- **FURNITURE:** Set-up chairs with back for client and caregiver, available instruments, printed visuals on nearby table or stool, etc. See photos below of two possible set-ups.



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For Child Clients:



For Adult Clients:



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