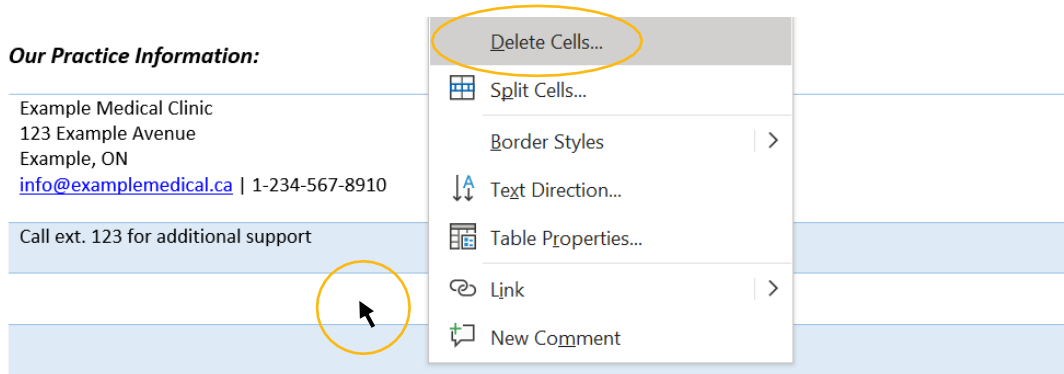# Instructions for tool customization:

Learning About Virtual Care Options

&

Checklist for Use of Virtual Care:

The purpose of this document is to assist with implementing support tools for the Clinically Appropriate Use of Virtual Care Guidance. These instructions are intended for clinicians, medical office staff or other healthcare professionals.
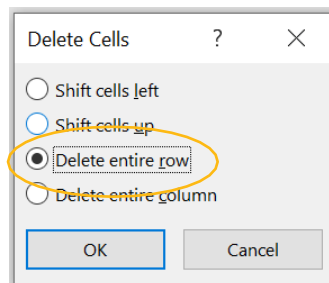
Ontario Health

Instructions

Entering practice information into the Leaning About Virtual Care Options tool

- In the table provided, enter practice or office information such as:

  - Name and/or title of clinician(s)

  - Name and/or title of other healthcare professionals within the practice, if applicable

  - Mailing address

  - Contact information including phone number and email address

- Consider adding specific instructions or accommodations you might provide patients for using the virtual care options offered

- To remove any unwanted rows in the table provided, simply right click (or ctrl + click) anywhere in the appropriate row and select "Delete Cells..." (or Delete Row) as illustrated below:
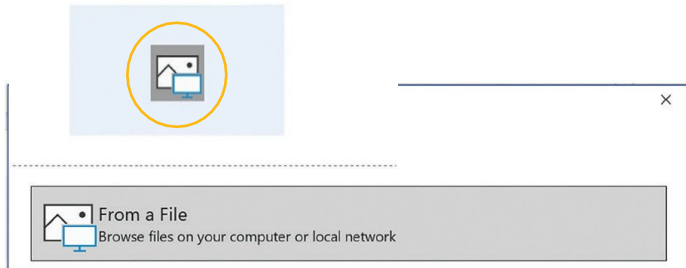
Our Practice Information:

Example Medical Clinic	Delete Cells...
123 Example Avenue	Split Cells...
Example, ON	Border Styles >
info@examplemedical.ca | 1-234-567-8910	Text Direction...
Call ext. 123 for additional support	Table Properties...
	Link >
	New Comment

- Then select "Delete entire row" as illustrated below:

Delete Cells ? ✕

○ Shift cells left
○ Shift cells up
● Delete entire row
○ Delete entire column

OK   Cancel

Updating the footer with your practice or office logo

- Double-click anywhere in the blank space to edit the footer
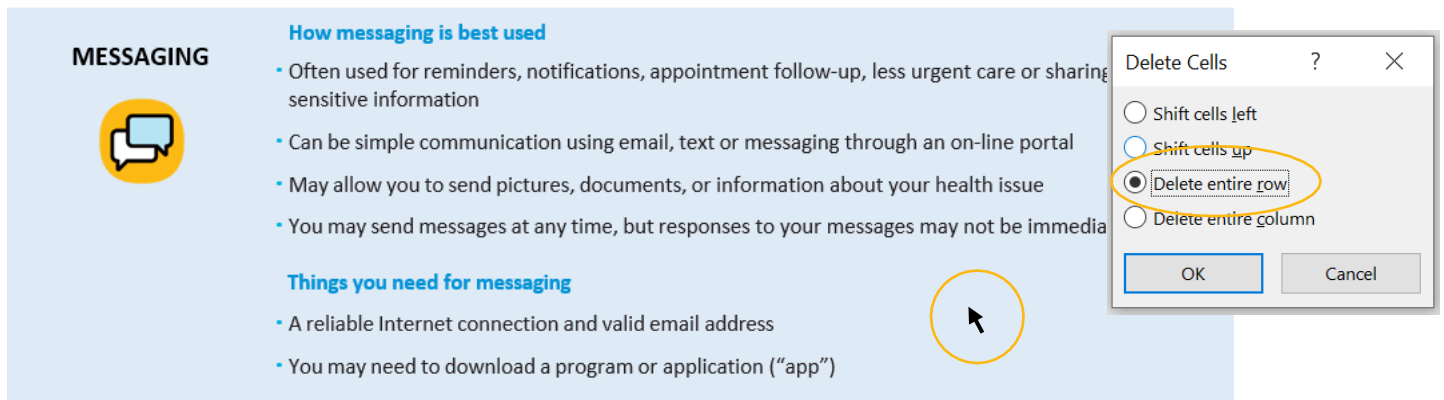- Click the icon in the centre of the shaded blue box as illustrated below:

- When the "Insert a Picture" window appears, select "From a file" as illustrated below:
- Locate your practice or office logo, double click the file or select "insert" as illustrated below:
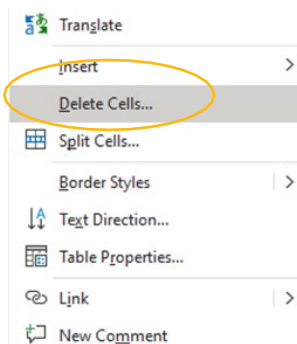

Customizing sections of each tool to accurately reflect your practice or office

- In order to remove a type of virtual care, right click (or ctrl + click) anywhere in the appropriate row and select "Delete Cells..." (or Delete Row) as illustrated below:

- Then select "Delete entire row" as illustrated below:

- Note that you may remove a particular type of virtual care from the Learning About Virtual Care Options tool <u>as well as</u> the Checklist for Virtual Care by following the same instructions above.