

VirtualCare™ Provider Account Set-up Checklist

PURPOSE

Setting up your VirtualCare Account

Now that the home is live with VirtualCare, please complete the steps outlined below to ensure you are fully set up to begin conducting virtual visits with the home.

ACCOUNT SET UP

NOTE: These steps will only need to be done once upon logging in to VirtualCare for the first time.

1. Login to VirtualCare.
2. You will be prompted to specify your role (select **Provider**) and provide an email to receive email notifications of any new requests coming from the home.
3. Once #2 is complete, you will be taken to your “Visits” page in VirtualCare, where you will be able to manage any incoming visit requests from the home.
4. Next, click on your name in the top right hand corner of the screen and select “Account Settings”
5. Under the “Account” section, select the “Change” button beside “Signature” to upload a picture of your signature to the system. This will enable it to be auto-populated for any new orders written and sent through VirtualCare.
6. Once #5 has been completed, go to the “Notifications” section and configure your email and in-app notification preferences to your liking. It is recommended that the notification for “New Virtual Visit requests” is turned on in order to be notified of new requests from the home even when not logged in.
7. Once steps #1-#6 have been completed, you are now all set-up to use VirtualCare.