



Healthcare Telemedicine Equipment & Room Setup Checklist 2026

Pre-Session Technical Audit

Verification of high-speed internet stability, bandwidth testing, and hardware connectivity status.

Internet Connection Speed

☐ Stable (High Speed)

☐

☐ Disconnected

Download Speed (Mbps)

Enter a number...

Hardware Connectivity Status

☐ Webcam Connected

☐ Microphone Connected

☐ Secondary Monitor Active

☐ External Audio Checked

Network Error Logs or Observations

Write something...

Audit Completion Date

Enter date...

Audio & Visual Configuration

Ensuring high-definition camera alignment, microphone clarity, and-lighting optimization for patient visibility.

Microphone Functionality Status

- ☐ Clear & Audible
- ☐ Distorted/Low Volume
- ☐ No Audio Detected

Camera Video Quality

- ☐ High Definition (HD)
- ☐ Standard Definition
- ☐ Blurry/Unusable

Lighting Equipment Check

- ☐ Ring Light Operational
- ☐ Natural Light Balanced
- ☐ No Glare on Screen
- ☐ Shadows Minimized

Visual Obstruction Notes

Write something...

Last Audio/Visual Hardware Calibration Date

Enter date...

Webcam & Hardware Check

Inspection of peripheral devices, including microphones, webcams, and secondary monitors for seamless operation.

Peripherals Connected

- ☐ HD Webcam
- ☐ External Microphone
- ☐ Ring Light/Lighting Kit
- ☐ Dual Monitor Setup
- ☐ Digital Stethoscope
- ☐ Document Scanner

Webcam Resolution Status

- ☐ 720p (HD)
- ☐ 1080p (Full HD)
- ☐ 4K (Ultra HD)
- ☐ Low/Unusable

Hardware Serial Numbers

Write something...

Last Hardware Maintenance Date

Enter date...

Technician Verification

Software & Platform Readiness

Checking for the latest software updates, HIPAA-compliant platform login readiness, and integrated EHR access.

Telemedicine Platform Status

- ☐ Fully Operational
- ☐ Requires Update
- ☐ Connection Error

Required Software Loaded

- ☐ Electronic Health Record (EHR)
- ☐ Video Conferencing Client
- ☐ Digital Prescription Interface
- ☐ Secure Messaging System

Software Version Number

Write something...

Last Software Update Date

Enter date...

Software Compliance Certification

 Upload File

Clinical Environment & Privacy Setup

Verification of a private, soundproofed setting and ensuring no unauthorized personnel or visible sensitive data are in view.

Privacy Compliance Verification

- ☐ Room is soundproofed/acoustically private
- ☐ No unauthorized persons are present in the room
- ☐ Physical monitors/screens are not visible to others
- ☐ No sensitive paper documents are visible on the desk

Background Environment Type

- ☐ Professional Clinical Office
- ☐ Dedicated Telehealth Suite
- ☐ Mobile/Remote Setup

Room Identification Number/Name

Write something...

Environment Audit Date

Enter date...

Compliance Officer Verification

Patient Interaction Tools

Testing of digital peripherals such as digital stethoscopes, otoscopes, or shared screen capabilities for clinical demonstration.

Peripheral Devices Connected

- ☐ Digital Stethoscope
- ☐ Digital Otoscope
- ☐ High-Resolution Skin Imaging Camera
- ☐ Blood Pressure Monitor (Bluetooth/WiFi)
- ☐ Pulse Oximeter

Screen Sharing Capability Status

- ☐ Fully Operational
- ☐ Testing Required
- ☐ Not Applicable

Digital Tool Calibration Notes

Write something...

Peripheral Device Battery Levels (%)

Enter a number...

Device Calibration Certificates

 Upload File

Documentation & Workflow Integration

Confirmation of digital note-taking readiness and the ability to instantly upload prescriptions or referrals during the call.

EHR System Status

- ☐ Fully Functional
- ☐ Limited Access
- ☐ Offline/Maintenance

Required Digital Documents Ready

- ☐ Electronic Consent Forms
- ☐ Patient Medical History
- ☐ Insurance Verification
- ☐ Referral Documentation

Internal Session ID/Reference Number

Write something...

Session Configuration Screenshot

 Upload File

Clinician Workflow Verification

Emergency & Contingency Protocol

Readying backup communication methods (e.g., telephone) in case of sudden technical or network failure.

Primary Backup Communication Method

- ☐ Telephone Call
- ☐ SMS/Text Message
- ☐ Secondary Video Platform
- ☐ Email Follow-up

Backup Contact Number

Write something...

Completed Technical Troubleshooting Steps

- ☐ Restarted Router/Modem
- ☐ Cleared Browser Cache
- ☐ Verified Power Supply
- ☐ Tested Audio/Video Input

Last Protocol Drill Date

Enter date...

Technician/Provider Verification

< Previous

> Next

✓ Finish

🔧 Generate Sample Report