

## Telepsychiatry Guidelines for Dr. Lipsig

Dr. Lipsig is now providing the option of telepsychiatry appointments to his patients. Doxy.me ([www.doxy.me](http://www.doxy.me)) is the HIPAA compliant, secure website over which these appointments will be conducted.

- 1) If you are interested in telepsychiatry, please ask Dr. Lipsig (either directly at your next appointment or through Linda) whether he feels that this would be appropriate for your treatment.
- 2) Read, fill out and sign a Psychiatric Associates of Atlanta Telepsychiatry Consent Form.
- 3) Once your form is received, you can make appointments with our office, just as you would with in-person appointments. Please clarify that you want a telepsychiatry appointment.
- 4) Doxy.me is a simple, secure system to use. Prior to the start of your appointment, please type the following into your web browser ([doxy.me/DrLipsig](http://doxy.me/DrLipsig)). This is not case sensitive. In terms of web browsers, Doxy.me works with Google Chrome and Mozilla Firefox. If you are using an apple computer, please use Google Chrome. If you plan to use an iphone or ipad, please download the Doxy.me app. If you have any further questions or need technical support, please contact Doxy.me.
- 5) Once you type in [doxy.me/DrLipsig](http://doxy.me/DrLipsig) into your browser or ipad/iphone, the system will ask for your name. We suggest that you either give your full name (if comfortable) or use your first name and last initial so that Dr. Lipsig knows that you are in the waiting room.
- 6) Doxy.me provides the option to text Dr. Lipsig through the system. Dr. Lipsig might send you a text if he is running late or to see if you are ready to start your session. If you do send a text, please realize that Dr. Lipsig might be in another telepsychiatry appointment and might not be able to respond right away.
- 7) Please note that once the appointment is confirmed, the Psychiatric Associates of Atlanta's cancellation policy goes into effect. This policy requires one business day's notice from the start of the appointment time to avoid a late cancellation fee.