

# Telehealth Service Compliance Documentation Checklist

## Administrative Requirements

- ☐ Provider licensure verification completed and documented
- ☐ Telehealth policies and procedures written and accessible
- ☐ Patient consent for telehealth services obtained and stored
- ☐ Telehealth platform compliance with HIPAA or relevant data privacy standards

## Clinical Documentation

- ☐ Date and time of telehealth encounter documented
- ☐ Provider and patient locations recorded
- ☐ Type of telehealth service (video, audio, etc.) specified
- ☐ Reason for visit, assessment, and plan documented
- ☐ Follow-up and referrals included if indicated

## Billing & Coding Compliance

- ☐ Correct CPT and modifier codes for telehealth documented
- ☐ Time spent on telehealth visit recorded if required
- ☐ Supporting documentation for reimbursement prepared

## Technical & Security Audit

- ☐ Annual telehealth system security risk assessment completed
- ☐ Documentation of encryption and secure transmission in place
- ☐ User access controls and authentication policies in effect

## Notes