



Virtual Care/Telehealth Appointment Set-up Email Template

Email Template Example: Virtual Care Visit Email Invitation

Note: Depending on the platform, clinics may opt to utilize a virtual waiting room model or send email invitations for scheduled virtual care sessions. The following template can be used as an email invitation for scheduled virtual care appointments:

This is a courtesy reminder of your virtual care appointment at **[Name of Clinic]**:

[Date & Time]

[Virtual Care Meeting Link]

[Application help link or clinic contact info]

Please ensure you read any attachments accompanying this email, as they contain important information regarding your appointment(s).

Need to cancel or change your appointment date?

Please respond to this email or contact the clinic at **[phone number]** with at least 24 business hours advance notice.

Email Signature Disclaimer Example: Virtual Care Visit Email Invitation

Consider including the following disclaimer in your virtual care invite emails or website pages:

DISCLAIMER: *This virtual care visit, email invite and any attachment(s) is/are for authorized use by the intended recipient(s) only and must not be read, distributed, disclosed, used or copied by anyone else. If you are not the intended recipient, please notify the sender immediately, disconnect and delete any attachment(s). Patients may be redirected to the clinic for an in person visit at any time if the concern is deemed not appropriate for virtual care. Thank you.*

Reference: Doctor's of BC Technology Office