

Hi (Patient name),

You have an appointment with Dr Vallings on: (date/time)

She may contact you via one of three methods though Doxy.me is the preferable secure option.

## **Doxy.me**

Location: online virtual consultation at <https://doxy.me/DrVallings>

Please click the link to access the consultation

Please ensure your microphone and audio is working properly prior to the consultation.

If you have any issues with either of these 2 items try one of the 2 solutions below:

- (a) Click on the camera icon which is to the right of the website address (doxy.me/DrVallings) at the top. Make sure you enable access (continuing allowing....)
- (b) At the bottom of the screen select the 3<sup>rd</sup> icon (settings) and ensure you have the correct microphone and webcam selected

If you are on a smartphone ensure you have the correct browser as suggested by Doxyme (safari for iphones).

Once you have logged onto doxy.me please wait and Dr Vallings will connect to you when she is ready. Please do not send any messages via Doxy.me as Dr Vallings is unable to view them.

## **Skype**

Skype: Dr Vallings will try and contact you via Skype if the above is unsuccessful however please note this is not a secure form of communication with patients. Please keep Dr Vallings's details confidential. We will require your username so please reply to this email with this as well (if the first option is not successful).

## **Phone consult**

Phone consult: if the above 2 options (Doxy.me and Skype) are unsuccessful then Dr Vallings will call you. Please ensure you have an up to date landline and mobile number when you reply to this email.

So please supply to us:

1. Your Skype username
2. Your mobile and landline