

All In Remote Physician Academy

Telemedicine Workspace Design Checklist



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Ensure your workspace is optimized for productivity and efficiency with this checklist covering hardware, lighting, internet setup, and noise reduction.

Hardware Essentials

- Computer or Laptop (suitable for work requirements)
- External Monitor (for multi-tasking and better visibility)
- Keyboard & Mouse (ergonomic and responsive)
- Headset with Microphone (noise-canceling preferred)
- Webcam (for virtual meetings)
- Surge Protector (to safeguard devices)
- External Storage (SSD, HDD, or cloud backup)
- Docking Station (if using multiple peripherals)
- Uninterruptible Power Supply (UPS) for backup power

Lighting Setup

- Position the workspace near natural light when possible
- Use a daylight-balanced LED lamp for consistent lighting
- Avoid overhead glare; use diffused lighting
- Position the light source to reduce shadows on the workspace
- Use screen filters or adjust brightness to reduce eye strain
- Install bias lighting behind monitors for comfortable viewing

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Internet Setup

- High-speed internet (minimum 50 Mbps recommended for video calls)
- Wired Ethernet connection for stability (preferred over Wi-Fi)
- Wi-Fi Mesh System or Extender for large spaces
- Backup Internet (mobile hotspot or secondary provider)
- VPN setup for security (if required)
- Regular speed tests to ensure consistent performance
- Router placement optimized for minimal interference
- Network prioritization for work-related devices

Noise Reduction

- Noise-canceling headphones for focused work
- Soundproofing panels or acoustic foam for room insulation
- Position desk away from high-traffic or noisy areas
- Use a white noise machine or ambient sound app to mask distractions
- Close doors and windows to minimize outside noise
- Communicate quiet hours with family or housemates
- Carpet or rugs to absorb sound in the workspace
- Adjustable microphone settings to filter background noise

By following this checklist, you can create a well-optimized workspace that enhances productivity, minimizes distractions, and ensures seamless work performance.

Pro Tip: Regularly review and update your setup based on evolving work requirements!