Guidelines for Telemedicine Healthcare Providers

**DOCUMENTATION**
Documentation for telemedicine should be the same as for any patient that you may see in person with the following additions:

- Notation that consult was held via telemedicine, patient location and referring physician
- Names of all people present during a telemedicine consultation and their role
- Bandwidth, if the consult was not held at a minimum bandwidth of 384
- A consultative report should be routed to the referring physician in a timely manner

The following should be added to the patient record:

- All electronic communications in regard to patient consult (faxes, digital pictures, etc)
- Copy of the signed informed consent from the patient site should be added to your record
- HIPAA form

**INFORMED CONSENT**
- Healthcare Providers are required to obtain informed consent for telemedicine consultations, just as they are for treating patients in person.
- To assist with this process a patient education handout and an informed consent have been created and routed to remote sites.
- A Telemedicine Consent form needs to be signed by the patient/legal representative prior to a telemedicine consult.

**PATIENT RIGHTS**
- Patients has a right to choose if they would like a consultation done via telemedicine or travel to the consultant’s office site.
- Patients has a right to choose to stop a telemedicine consult at any time.
- The physician has a right to request the patient to be seen face to face if enough patient information can not be obtained via telemedicine to provide a diagnosis.

**PRIVACY AND CONFIDENTIALITY**
- Patients should be introduced to who is present at each location and their role in the consultation.
- The consult should be held in an area that provides visual and auditory privacy.
- Consent to photograph, videotape, or digitally record any images must be signed by the patient/legal representative prior to the event. This consent does not authorize the use of images for other purposes, such as teaching or publicity. A separate consent must be obtained for such purposes.
- All staff present will need to comply with facility policies on privacy, confidentiality, and electronic security.
- Telemedical records should be treated as any other medical record and not released without the receipt of written authorization from the patient/legal representative.

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