

Preparing for a Telemedicine Consultation

Consulting Healthcare Provider Site

Arranging a consultation

- ✓ Contact (appropriate telehealth network contact) at (###-XXXX) and the patient site clinical telemedicine coordinator to establish a date and time.
- ✓ Contact referring clinic/patient with date and time
- ✓ Block practitioner's time allowing extra time to complete office work and get to Telemedicine site.
- ✓ Is insurance pre-authorization required?
- ✓ Mail to patient any intake questionnaires required by practitioner/clinic. An option may be to provide to each referring location "packets" from your clinic of the required forms with a mailing envelope that can be given to the patient at the local site.
- ✓ Verify that the process of transferring pertinent information/test results from referring clinic/practitioner has begun.

Day before consult

- ✓ Contact referring clinic to see if the patient has been seen by the practitioner since the appointment has been scheduled for any changes in medical management.
- ✓ See that the appropriate information has been obtained from the patient and referring practitioner

Day of consult

- ✓ Create usual chart
- ✓ Take charts to Telemedicine Consultation room

Following consult

- ✓ Transmit any follow-up orders for testing, meds, etc to the appropriate facility
- ✓ Send any educational materials indicated by the practitioner to the patient
- ✓ Send results of consultation to referring practitioner
- ✓ Contact TeleHealth to schedule any further appointments