

Complete the relevant assessment forms and the referral form.

Confirm the appointment date and time with the physician; and notify the resident and family.

Schedule the appointment including the physician and resident sites (including the room) in Ncompass (the on-line OTN scheduling system) or with OTN directly.

Ensure the resident and family arrive 20-30 minutes before appointment start time. Go over what to expect during the consultation.

Review the OTN Telemedicine Consent form with the resident and family (implied consent).

Introduce yourself, and the resident and family to the physician. Provide any vitals (e.g. blood pressure) requested by the physician in the protocol.
Allow the physician to conduct the consultation.

Record recommendations in the resident chart and advise the referring physician about the recommendations.