

Clinical Appointment - Answer Key

- 1) Complete the relevant assessment forms and the referral form.
- 2) Confirm the appointment date and time with the physician; and notify the resident and family.
- 3) Schedule the appointment including the physician and resident sites (including the room) in Ncompass (the on-line OTN scheduling system) or with OTN directly.
- 4) Ensure the resident and family arrive 20-30 minutes before appointment start time. Go over what to expect during the consultation.
- 5) Review the OTN Telemedicine Consent form with the resident and family (implied consent).
- 6) Introduce yourself, and the resident and family to the physician. Provide any vitals (e.g. blood pressure) requested by the physician in the protocol.
- 7) Allow the physician to conduct the consultation.
- 8) Record recommendations in the resident chart and advise the referring physician about the recommendations.