

OTN – Physicians in Hospital, Remote Patient

Required Tasks to Ensure Completion of Clinical and Administrative Documentation

As physicians in hospital to conduct virtual patient appointments, some items must be addressed so that clinical and administrative documentation can be completed appropriately while maintaining privacy.

Step 1: Collect appointment schedule and all pertinent patient administrative documentation from booking office (Facesheet, labels, requisitions, etc)

Step 2: Go to your designated work area

Step 3: Use the platform provided to conduct your patient visit

- If patient cannot attend video conference
 - o Attempt a telephone appointment
- If patient cannot attend or does not appear for video conference or telephone appointment
 - o Mark as a 'no show' on your appointment schedule

Step 4: Document your appointment as per your normal process

Step 5: Ensure appointment schedule has been updated with the following:

- Which patients attended appointment and who did not
- How they attended appointment (Telephone, video, etc)
- Any other pertinent information

Step 6: Hand the updated appointment schedule back to the booking office at the end of your day