

OTN – Physicians At Home

Required Tasks to Ensure Completion of Clinical and Administrative Documentation

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

- *Prerequisites** You must have the following items/equipment:
- A Computer Fitted with a Webcam and Microphone
 - A Steady Internet Connection that Can Support Video Calls
 - A Joseph Brant Hospital Email
 - A Printer

Step 1: Open and print appointment schedule for the day from your JBH email

Step 2: Attend appointment with patient using the videoconferencing platform provided to you.

- 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 3: Document the appointment via dictation

Step 4: Use online DI and Lab requisitions

Document the patient's J number, name, date of birth, and the date

Email the requisition via your JBH email to your clinic's charge nurse/delegate's JBH email

If able, fax requisitions to appropriate laboratory (ex. LifeLabs) and JBH DI

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: Email the updated appointment schedule back to the booking office at the end of your day to schedulingoffice@josephbranthospital.ca

