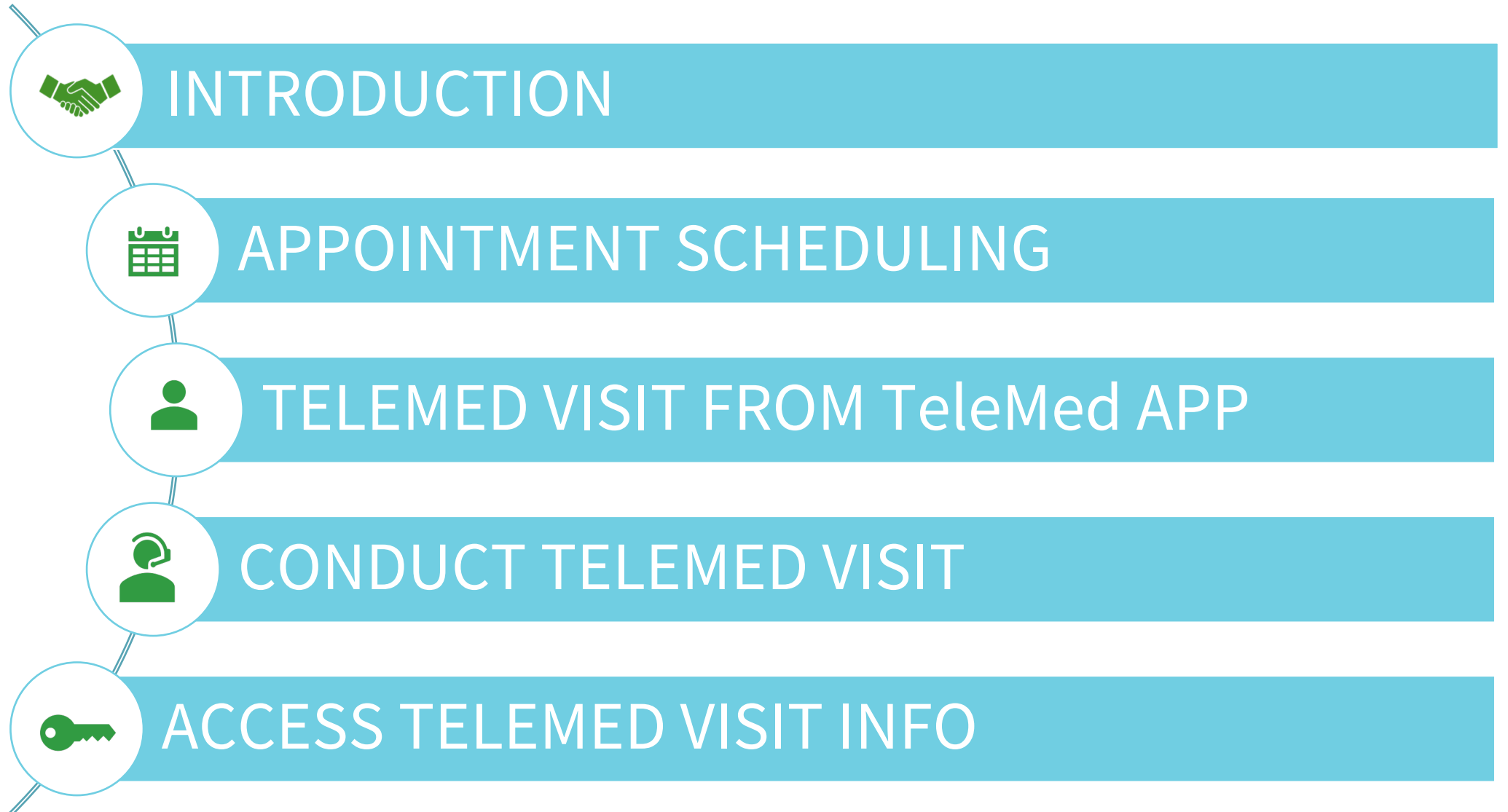




*TeleMed*

Training Guide for PracticeSuite Practice Management Only Users

# Training Guide



# Introduction

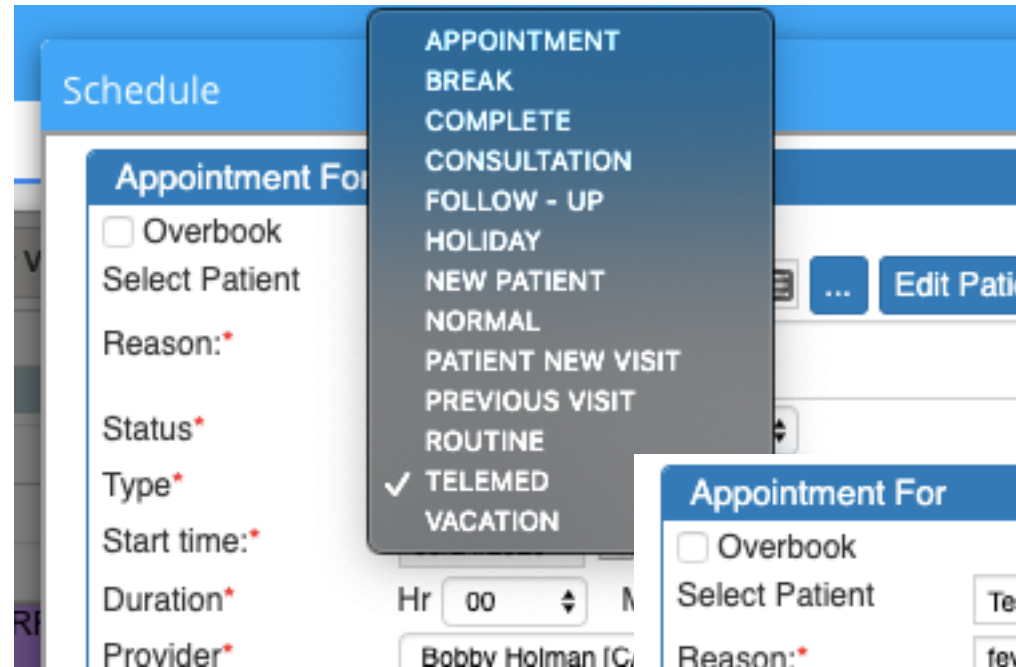


This will guide you through the process to successfully conduct a telemedicine visit utilizing PracticeSuite's TeleMed in-app product.

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# Scheduling an Appointment

Appointment type  
“TELEMED”



**Schedule**

Overbook

Select Patient

Reason:\*

Status\*

Type\*

Start time:\*

Duration\*

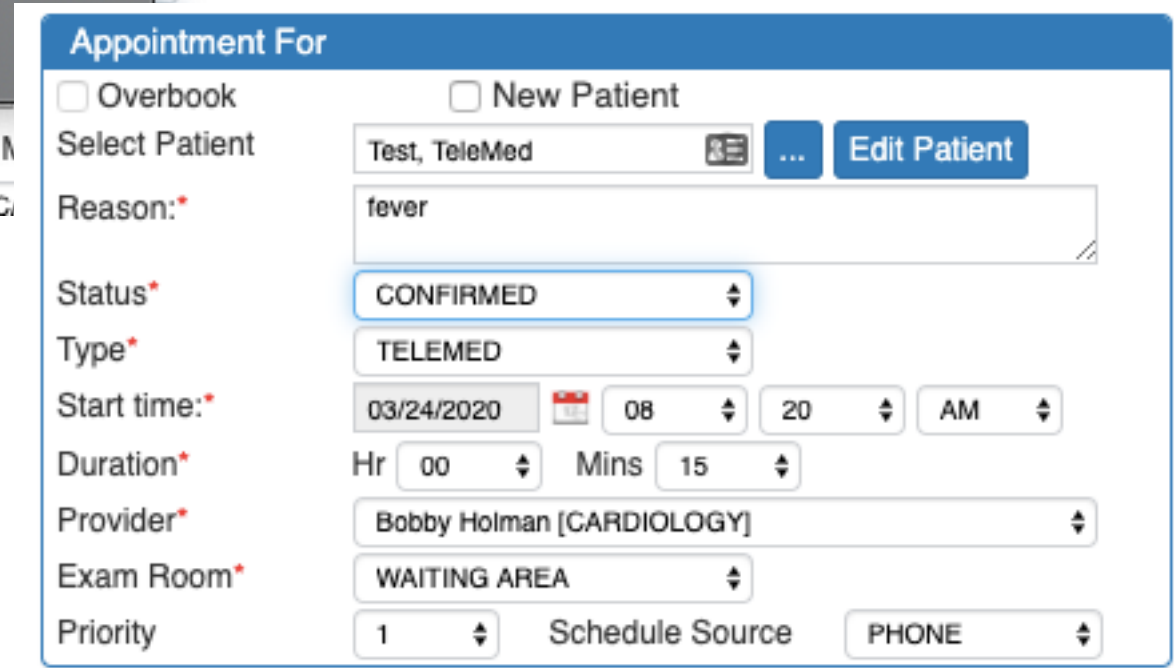
Provider\*

Hr 00 Mins

Bobby Holman [CARDIOLOGY]

APPOINTMENT  
BREAK  
COMPLETE  
CONSULTATION  
FOLLOW - UP  
HOLIDAY  
NEW PATIENT  
NORMAL  
PATIENT NEW VISIT  
PREVIOUS VISIT  
ROUTINE  
✓ TELEMED  
VACATION

... Edit Patient



**Appointment For**

Overbook  New Patient

Select Patient Test, TeleMed ... Edit Patient

Reason: fever

Status: CONFIRMED

Type: TELEMED

Start time: 03/24/2020 08:20 AM

Duration: Hr 00 Mins 15

Provider: Bobby Holman [CARDIOLOGY]

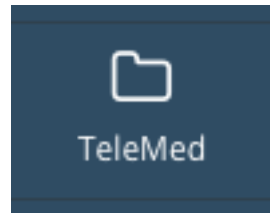
Exam Room: WAITING AREA

Priority: 1 Schedule Source: PHONE

1. In Scheduler, select the appointment time
2. Select Patient
3. Enter Reason
4. Update type to “TELEMED”
5. Save the appointment

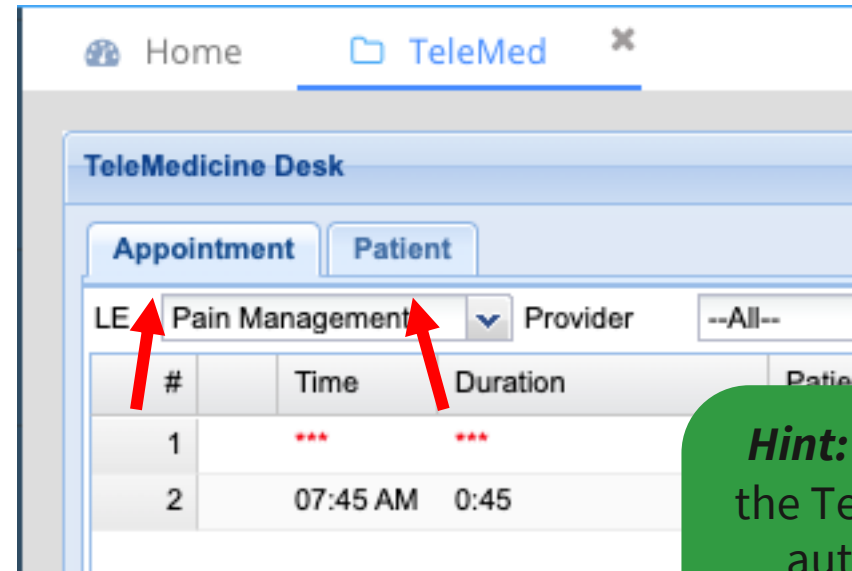
# TeleMed Visit from TeleMed App

1. Access TeleMed App from the application menu on the left.

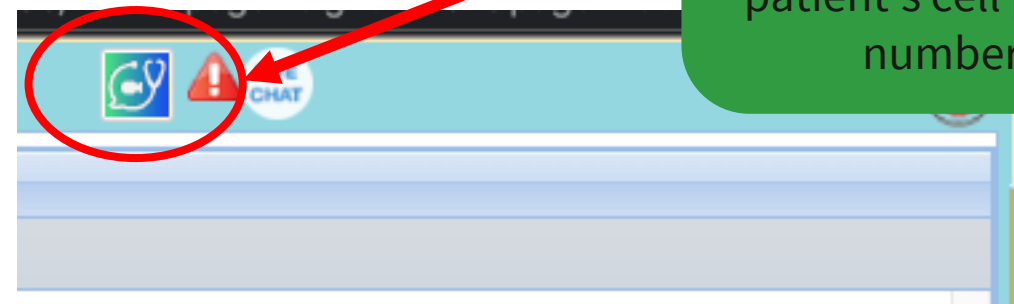


2. Select the patient from the Appointment tab or search for the patient from the Patient tab.

3. Top right of the patient chart, click the TeleMed icon to initiate the visit.



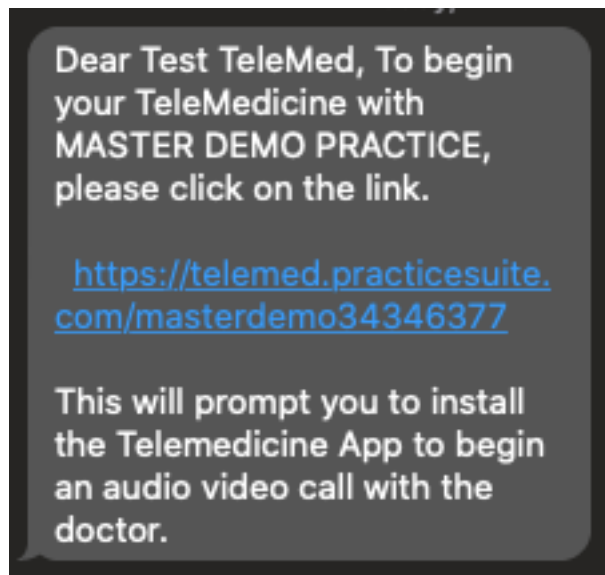
**Hint:** When clicking the TeleMed icon, an automated text message is sent to the patient's cell phone number



# Conduct TeleMed Visit

(Provider Overview)

1. Once the icon is clicked the patient receives the below text message.
2. The video screen pops up on the provider's screen to begin the TeleMed Visit.



# Conduct TeleMed Visit

(Patient Overview)

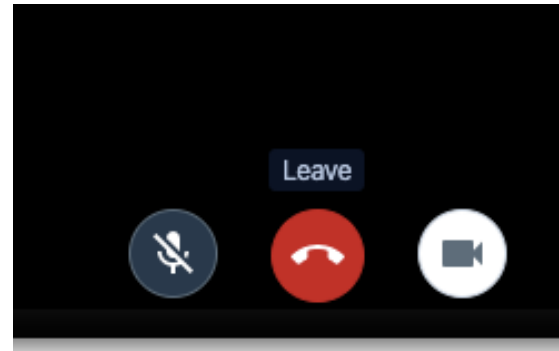
The patient can conduct their visit via their smartphone or web browser and communicate with the provider as if they were in the office.



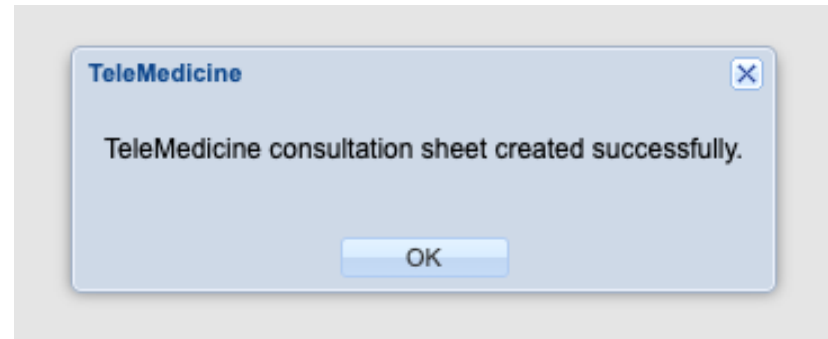
# Conduct TeleMed Visit

(Provider Overview)


1. To end the visit, simply click the red button to “Leave” the call.



2. Once closed the TeleMed visit details are saved with onscreen confirmation.



3. The Chat  and Notes  from the call become a part of the TeleMedicine consultation sheet.

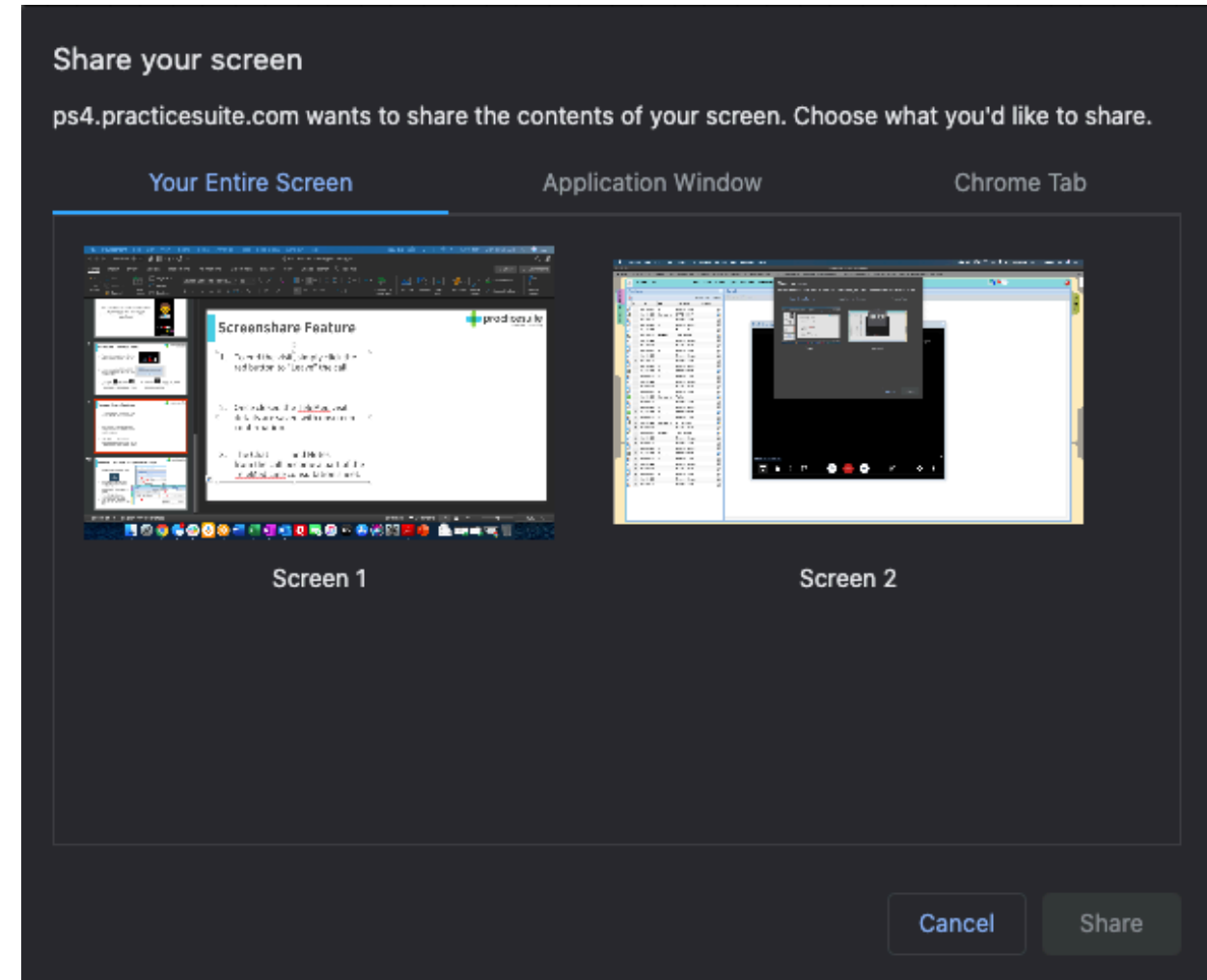
4. The Snap  feature will take a picture of what is visible in the patient’s video chat.



# Screenshare Feature

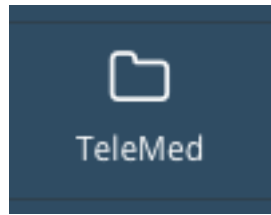
The power is in the providers hands!

- Options to share
  - Your Entire Screen
  - Application Window
  - Chrome Tab (if using Google Chrome)



# Access TeleMed Visit Information

1. Navigate to TeleMed App

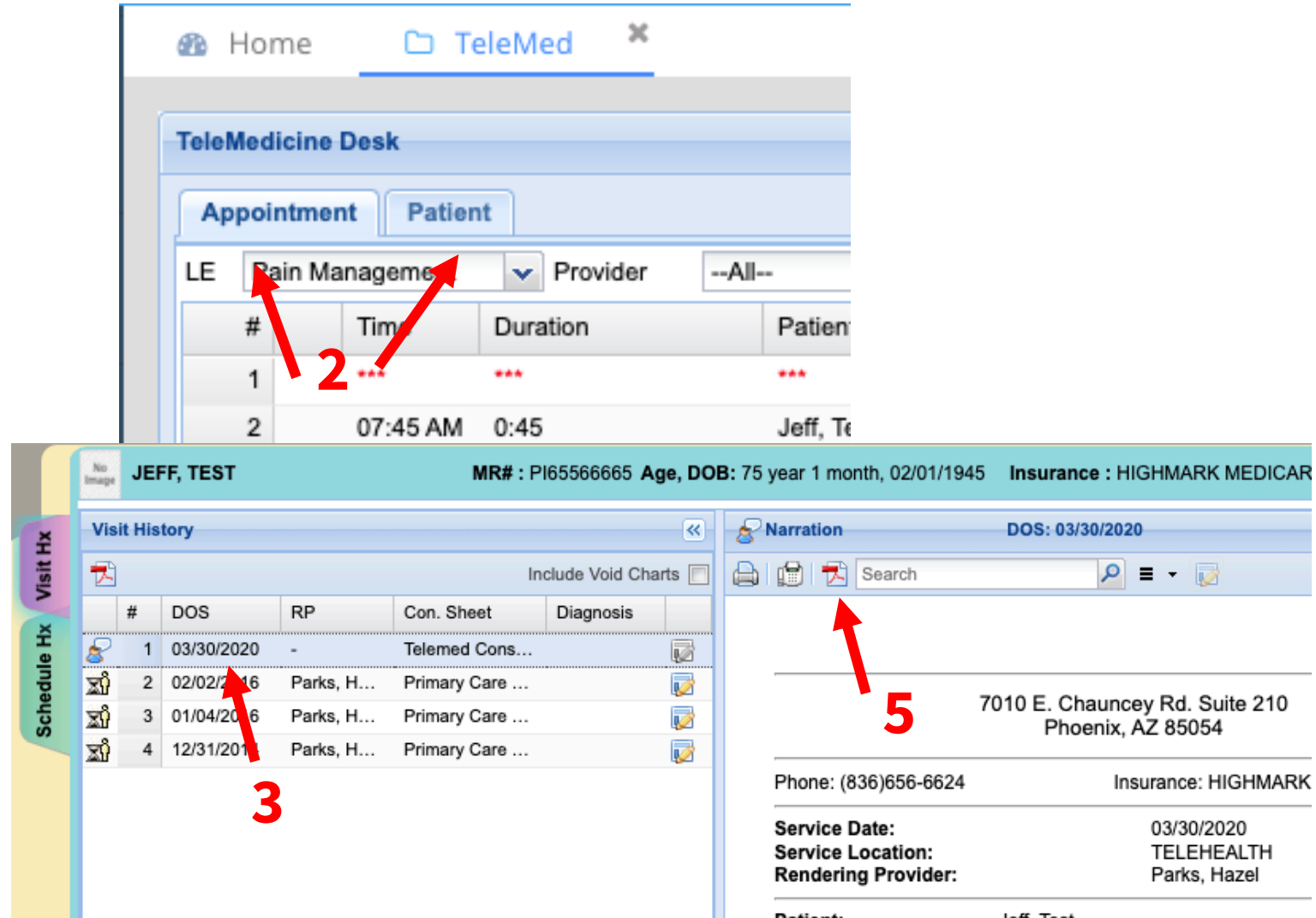


2. Select the patient either via the Appointment tab or Patient tab.

3. Click the DOS you wish to view.

4. The visit details are displayed to the right.

5. You may also export to PDF via the PDF icon in the top.



The screenshot shows the TeleMed interface. At the top, there are tabs for 'Home' and 'TeleMed'. Below this is the 'TeleMedicine Desk' section with 'Appointment' and 'Patient' tabs. A table lists appointments with columns for '#', 'Time', 'Duration', and 'Patient'. A red arrow labeled '2' points to the 'Pain Management' dropdown menu. Another red arrow labeled '2' points to the first row of the table. Below this is a detailed view for patient 'JEFF, TEST' (MR#: PI65566665, Age: 75, DOB: 02/01/1945, Insurance: HIGHMARK MEDICAR). The 'Visit History' table shows a list of visits with columns for '#', 'DOS', 'RP', 'Con. Sheet', and 'Diagnosis'. A red arrow labeled '3' points to the first row of this table. To the right, the 'Narration' section shows patient details and a search bar. A red arrow labeled '5' points to the PDF icon in the top right of the Narration section.

#	DOS	RP	Con. Sheet	Diagnosis
1	03/30/2020	-	Telemed Cons...	
2	02/02/2016	Parks, H...	Primary Care ...	
3	01/04/2016	Parks, H...	Primary Care ...	
4	12/31/2015	Parks, H...	Primary Care ...	

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Phone: (836)656-6624 Insurance: HIGHMARK

Service Date: 03/30/2020  
Service Location: TELEHEALTH  
Rendering Provider: Parks, Hazel