PEPC
TELEMEDICINE CHECKLIST

☐ Click on CC telemed icon on the computer desktop; click on Video Connect.

☐ Check patient identifiers
  • First and last name
  • Date of birth
  • Verify address and telephone number

☐ Obtain verbal consent from the patient to participate in the telemedicine encounter and document this on the Pre Anesthesia Note.

☐ Pre Anesthesia Note, Information source: please check the pertinent boxes and include “per PEPC telemedicine”

☐ Obtain PCP name and telephone number. Please document this on the PES status board.

☐ Obtain name and telephone number for any specialists (i.e. cardiologist, pulmonologist, endocrinologist, etc.). Please document this on the PES status board.

☐ Document patient general appearance and reported weight and height

☐ Provide patient with the PEPC fax number __________, if they will be faxing any records to the PEPC clinic and the telephone number __________, to call with any questions.

☐ Place orders and referrals in CareConnect (i.e. echo, labs, referrals to specialists, etc.).

☐ Update the PEPC PES status board with all orders/referrals, required follow up and status updates.

☐ Communicate with __________ regarding all orders and referrals placed in CareConnect.

☐ Verify if the patient has access to their MyChart for their AVS. If not, please print a hard copy to send by mail. (Note: the PEPC visit encounter must be “closed” to generate the AVS online.)

☐ Remind patient to complete the Satisfaction Survey.

☐ Ask patient to “leave” the meeting.