

## PROTOCOL FOR DIAGNOSTIC CLINIC BY VIDEO CONFERENCE

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### **Scheduling diagnostic clinic:**

To be eligible for diagnostic clinic a patient must have:

- TB test completed
- Chest x-ray done

When the local health department nurse identifies a patient needing evaluated by the physician, he/she must submit a Diagnostic Clinic Form (TB-80) for the patient along with additional records (including but not limited to medication lists, radiographic reports, liver enzyme testing, etc.). Completed form and records should be faxed to DTBE at 304-558-1825.

Receipt of the Diagnostic Clinic Form (TB-80) form by DTBE will initiate set up of the patient for diagnostic clinic. For each TB-80 received, the scheduling coordinator will email the submitting LHD nurse to acknowledge receipt of the form and indicating the date of clinic. The LHD nurse will be notified of the exact time for their patient(s) once all patients for that day have been scheduled. If the scheduled date and time does not work for the patient, contact DTBE and we will attempt to make accommodations. However, please remember that the physicians are only available to DTBE on certain days for TB clinics and changing the date/time may not always be possible.

All records needed for diagnostic clinic MUST be faxed to DTBE at 304-558-1825 no later than 1 week prior to the diagnostic clinic date. Failure to submit records by this time will result in postponement of the patients' clinic.

A Diagnostic Clinic Form (TB-80) must be received for all patients each time they are being seen at clinic, regardless of whether they are a new or established patient.

*Note: DTBE recommends that at least 2 days prior to the scheduled clinic date, the local health department nurse check the computer to be used for the video clinic and ensure that Microsoft Office Communicator is installed. Communicator is necessary in order to use video conferencing and sometimes the software does not get re-installed if the computer has been updated recently.*

### **On the day of diagnostic clinic:**

Each patient will be seen individually by the physician through video conference from the local health department. The computer with the webcam must be located in a room that protects the patient's privacy during their time with the physician. As a reminder, video diagnostic clinics are subject to the same privacy regulations under HIPAA as any traditional healthcare visit/clinic. Also, at no time can the patient be left alone with access to the computer while it is connected to the DHHR network.

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The local health department nurse must be present in the room with the patient during the clinic and should have the patient's chart readily available to answer questions or assist the physician.

Please have your patient(s) ready at your scheduled time, however due to the physician conducting clinics with multiple counties in the same session, brief delays may sometimes occur. DTBE will initiate the video call with the nurse listed on the Diagnostic Clinic Form (TB-80) when the physician is ready to begin.

If patient does not show for scheduled clinic appointment, notify DTBE as soon as possible so the physician can move ahead with seeing other patients.

*Note: Patient(s) who do not attend their scheduled clinic will not automatically be re-scheduled. LHD must submit a new Diagnostic Clinic Form (TB-80) noting on the form that the patients records were previously sent to DTBE.*

### **After the clinic:**

The local health department nurse will complete a TB-1006 form documenting the patients who were seen by the physician during the diagnostic clinic. Completed form should be faxed to the DTBE Secretary to be used for transcription of the physician's dictation for each patient.

Orders and instructions given by the physician during diagnostic clinic will be documented on the DTBE Order Sheet and faxed to the local health department nurse for documentation in the patient's chart and implementation of the physician's orders.

Physician's notes/dictation will be transcribed by the DTBE Secretary and a signed copy will be sent to the local health department for inclusion in the patient's chart.

For any questions regarding the patient's care, physician's orders, abnormal labs, etc., call DTBE at 304-558-3669 for guidance.