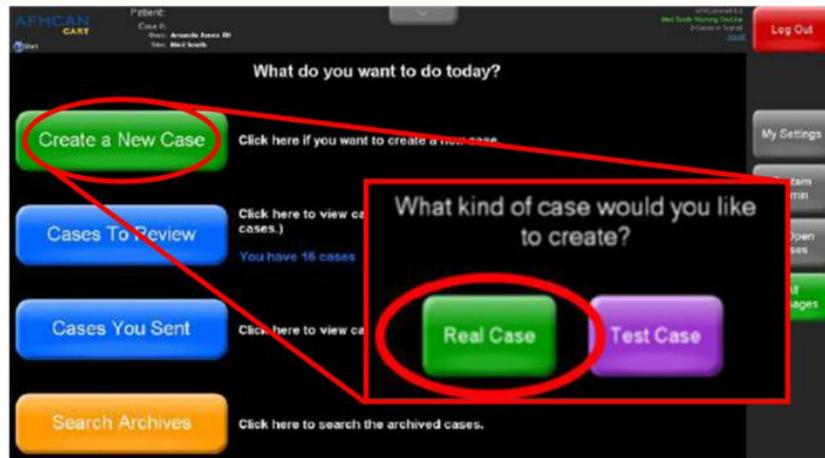


Creating a telehealth case can be done quickly. Clinical data is added by simply clicking the desired peripheral device button and gathering the clinical data.



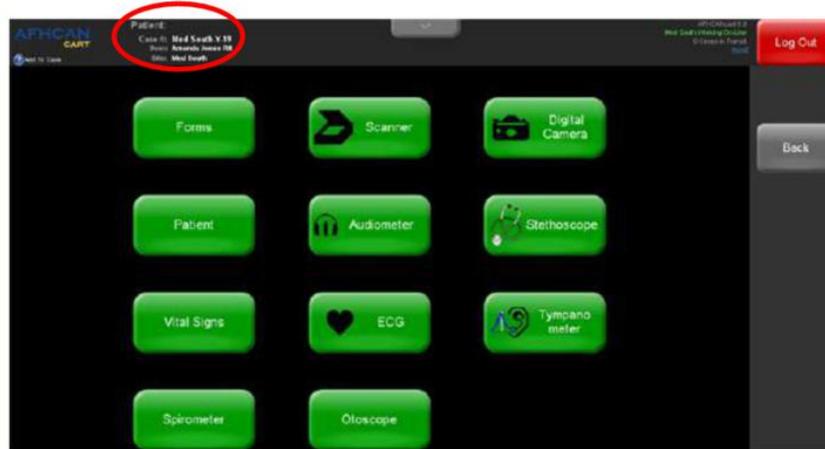
1. Log in to the AFHCAN software
2. Click the green Create a **New Case** button
3. Select the green **Real Case** button
4. Select the green **Patient** button



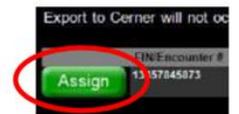
5. Search for a patient to create a case on. If your organization has an EHR feed working, always choose the green button



6. Once a patient is selected, verify that the name & information at the top of the page is correct.



7. If your organization has an EHR feed on, you will have the option of assigning the case to a FIN/encounter. A case summary will go to the EHR upon Send or Archive

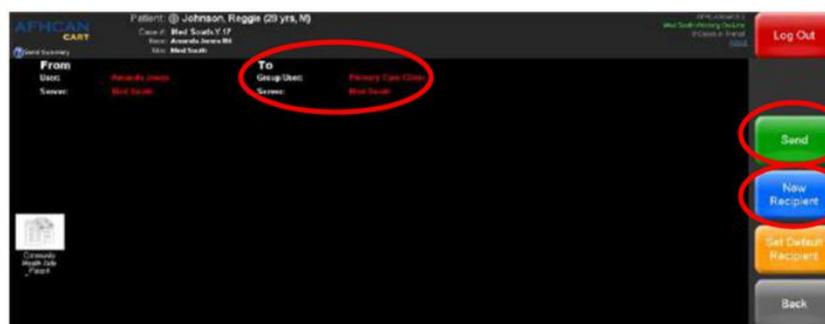


8. Use one of the additional green buttons to add patient data to the case



Note: Once you have added patient data using one of the green buttons, you can add additional data by choosing **Add to Case**.

9. When your case is complete, click the green **Done** button



10. Next, select the green **Send** button
11. Verify the To field. If recipient is correct, click the green **Send** button. If the To field is incorrect, select the blue **New Recipient** button to change the case recipient, then click **Send**.



Case Pointers

- Search for a patient before creating a new patient record in the system to protect against duplicate patient records
- Be sure to archive cases once all actions and communications have been completed
- Update the patient information during the encounter (if not connected to an EHR)
- Add **ALL** the appropriate clinical data, forms, and/or comments to make a quality telemedicine case

Highlights of peripheral devices—each has its own Handy Guide at **AFHCAN.org**

Digital Photography

- Keep subject clear in the image and free from clutter
- Use a scale/ruler (for measurement)
- Use the proper perspective(s)
- Sharply focus image (use macro when 2” to 28” from subject)
- Review the photos for accurate color, texture, and presentation (try images with & without a flash)
- Include close up and distance shots when appropriate
- Properly label images before saving them to the case

Dental Camera

- Apply sanitary sheath (“light to white”)
- Press the sheath firmly to the lens
- Properly label/rotate images before saving them to the case

ECG

- ***A patient has to be selected before running the ECG software***
- Attach leads in accordance with your organizational policy
- Uncheck the reports you don’t want saved to the case (unlike images, all ECG reports are checked by default)

Stethoscope (live transmission)

- Perform from within a Vidyo call
- Hold chest piece still. It may take a few seconds to register a clear sound
- Check sound settings before use. See Handy Guide.

Forms

- Forms available to you will appear in list

Otoscope

- Clean and dry the otoscope tip before & after imaging
- Use color reset/white balance as required for your machine
- Pre focus the otoscope and use the image enhance function as applicable
- Align the white dot at the top of the camera with the top of patient’s ear to insure proper orientation of the ear anatomy-cone of light
- Properly label images before saving them to the case

Scanner

- Select resolution—black & white (low), gray scale (medium) or color (highest)
- Rotate images before saving them
- Properly label images before saving them to the case

Tympanometer/Audiometer (Path Sentiero Device)

- Reviewing the handy guide prior to using is highly recommended as this device requires specific steps in order to retrieve the data for an AFHCAN case.

Tympanometer (Earscan Device)

- Calibrate daily or before use
- Follow testing as prompted & per organizational protocol

Audiometer

- Use in quiet area without distractions
- Instruct patient and run tests per organizational protocol
- Test takes 7-12 minutes

Spirometer

- Calibrate daily or before use per Handy Guide
- Follow organizational protocol for running test

Vital Signs Monitor (VSM)

- Use the appropriately sized blood pressure cuff
- Include the actual Vital Signs report with the case