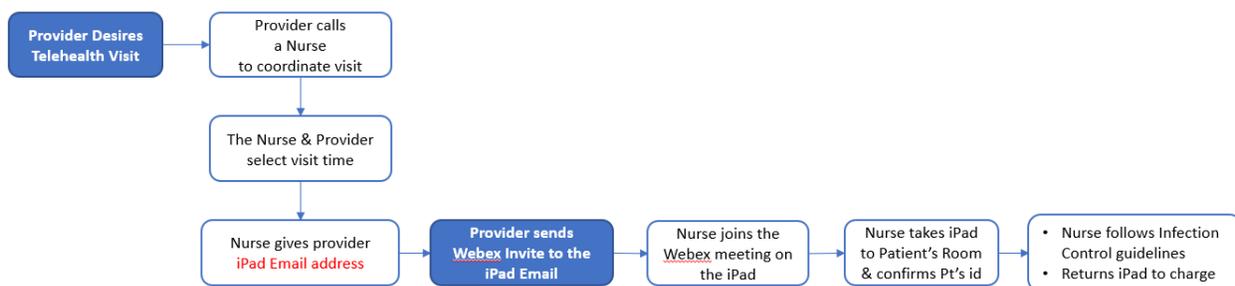


Inpatient Telehealth – Nurse’s guide to joining Webex invite sent by Provider

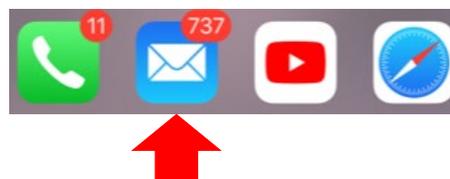
RN Workflow



1. Provider decides a telehealth visit is appropriate at Covid-19 areas (ED, MICU, 3CD & 4CD)

- a. Each unit has a Telehealth iPad (ask Charge Nurse or RN director for location)
- b. Provider calls the Nurse to coordinate a time for the Telehealth visit
- c. Nurse locates a Telehealth iPad to look up the iPad’s Email address

- i. Turn on the iPad and tap the “Mail” icon
- ii. Read the Email address to the provider

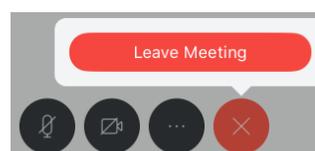


e.g. TeleHealthIPad01@utoledo.edu

- d. Provider creates a Webex invite and sends it to the iPad Email address provided
- e. Nurse checks iPad Email to confirm invite received. Nurse accepts the invite

2. At the Visit time

- a. Provider starts the Webex meeting (remotely/at home)
- b. Nurse picks up the UT iPad from the charging station and places *in Ziploc bag*
- c. Nurse taps iPad’s “mail” & taps the Webex appointment email the provider sent
- d. Nurse joins the Webex meeting and takes iPad to patient’s room
- e. Nurse confirms the provider is speaking with the right patient and hands iPad to Patient
 - i. The mic is on by default
 - ii. The camera is off. Tap the red camera icon to turn it on
- f. When visit is done, the Nurse or the Patient can tap the red “X” to end the meeting



- g. Nurse follows [Infection Control decontamination guidelines for tablets](#)
- h. The Nurse returns the iPad to the charging station

Joining the Webex Meeting - Email Invite

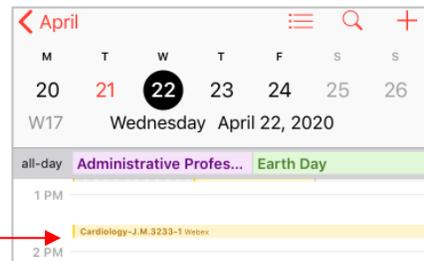
1. Tap the “Mail” icon



2. Tap “Show All Notes” to view the invite link
3. Tap “Join Meeting” Join meeting<<https://utoledo.webex.com/join/>
4. Webex Meetings app launches. Once it loads, the Nurse can take the iPad to the Patient

Joining the Webex Meeting - Calendar Appointment

1. Tap the “Calendar” icon on the iPad
2. The scheduled Webex appointments display
3. Tap the provider’s appointment
4. Tap “Show All Notes”. Tap “Join meeting”
5. If the invite doesn’t appear in the Calendar, join from the Email (see above)
6. You may also use the Calendar to see if the requested time has already been scheduled for another provider to see their patients on this iPad



How to look up the iPad Email

1. There are 3 ways to look up the iPad Email address

- A sticker on the iPad shows the Email address
- Tap “Mail” icon to view the Email address
- See the iPad # on a sticker affixed in the Apple logo at the back of the iPad then identify the Email using the table across-→ → → → →

iPad Email Addresses	# Sticker on back	Assigned Unit
TeleHealthIPad01@utoledo.edu	21	ED
TeleHealthIPad02@utoledo.edu	16	ED
TeleHealthIPad03@utoledo.edu	3	ED
TeleHealthIPad04@utoledo.edu	4	ED
TeleHealthIPad05@utoledo.edu	6	MICU
TeleHealthIPad06@utoledo.edu	8	MICU
TeleHealthIPad07@utoledo.edu	14	MICU
TeleHealthIPad08@utoledo.edu	15	MICU
TeleHealthIPad09@utoledo.edu	18	3CD
TeleHealthIPad10@utoledo.edu	19	3CD
TeleHealthIPad11@utoledo.edu	10	3CD
TeleHealthIPad12@utoledo.edu	12	3CD
TeleHealthIPad13@utoledo.edu	27	4CD
TeleHealthIPad14@utoledo.edu	29	4CD

2. Remember to return the iPad to the charger