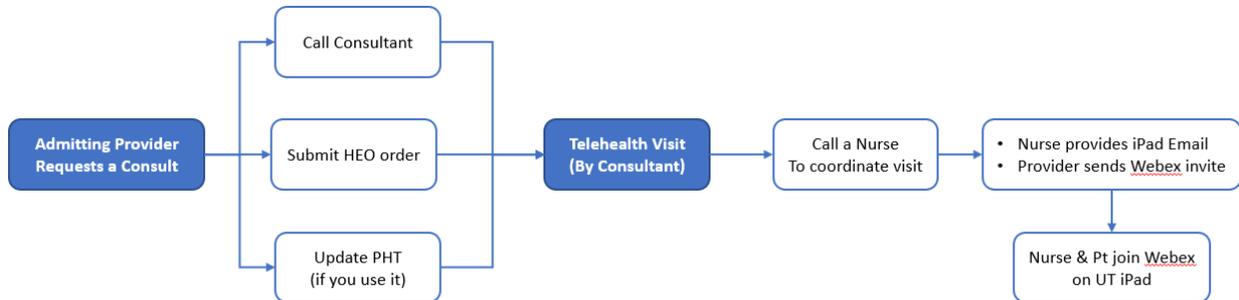


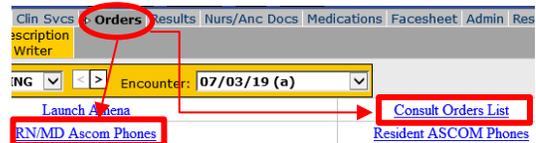
## Inpatient Telehealth – Use Webex to Schedule, Send an Invite & Conduct a Patient Visit

### Provider Workflow



1. Admitting/Primary Physician (Provider) places consult order as usual
  - a. Provider submits an HEO order to request a Consult
  - b. Provider contacts the Consult Service (Consultant) to discuss the consult request
  - c. Provider updates PHT (if they use it)

2. Consultant reviews “Consult Orders List” in Portal
3. Consultant decides a telehealth visit is appropriate



4. Consultant looks up Nurse’s phone number on Clinical Portal (“Orders”→”RN/MD Ascom Phones”). Click a unit to display Nurse’s phone # or Charge Nurses’ #)

PROVIDER PAGER & NURSE ASCOM PHONE NUMBERS			
3AB	3CD	4AB	4CD
MIC		Charge Nurse Phone: 1650	
		Clinical Care Coordinator P	
ROOM	STAFF NAME	NURSE PHONE	ROOM PHONE
3213-01	MCGIRT, BETH M	1304	383-4801

5. Consultant calls the Nurse to coordinate the telehealth visit time at **ED, MICU, 3CD & 4CD.**
6. The Nurse gives the Consultant the Telehealth iPad’s Email address (list of Emails across→)
7. The Consultant creates a Webex appointment and sends the invite to the iPad’s Email

iPad Email Addresses	Unit
TeleHealthIPad01@utoledo.edu	ED
TeleHealthIPad02@utoledo.edu	ED
TeleHealthIPad03@utoledo.edu	ED
TeleHealthIPad04@utoledo.edu	ED
TeleHealthIPad05@utoledo.edu	MICU
TeleHealthIPad06@utoledo.edu	MICU
TeleHealthIPad07@utoledo.edu	MICU
TeleHealthIPad08@utoledo.edu	MICU
TeleHealthIPad09@utoledo.edu	3CD
TeleHealthIPad10@utoledo.edu	3CD
TeleHealthIPad11@utoledo.edu	3CD
TeleHealthIPad12@utoledo.edu	3CD
TeleHealthIPad13@utoledo.edu	4CD
TeleHealthIPad14@utoledo.edu	4CD

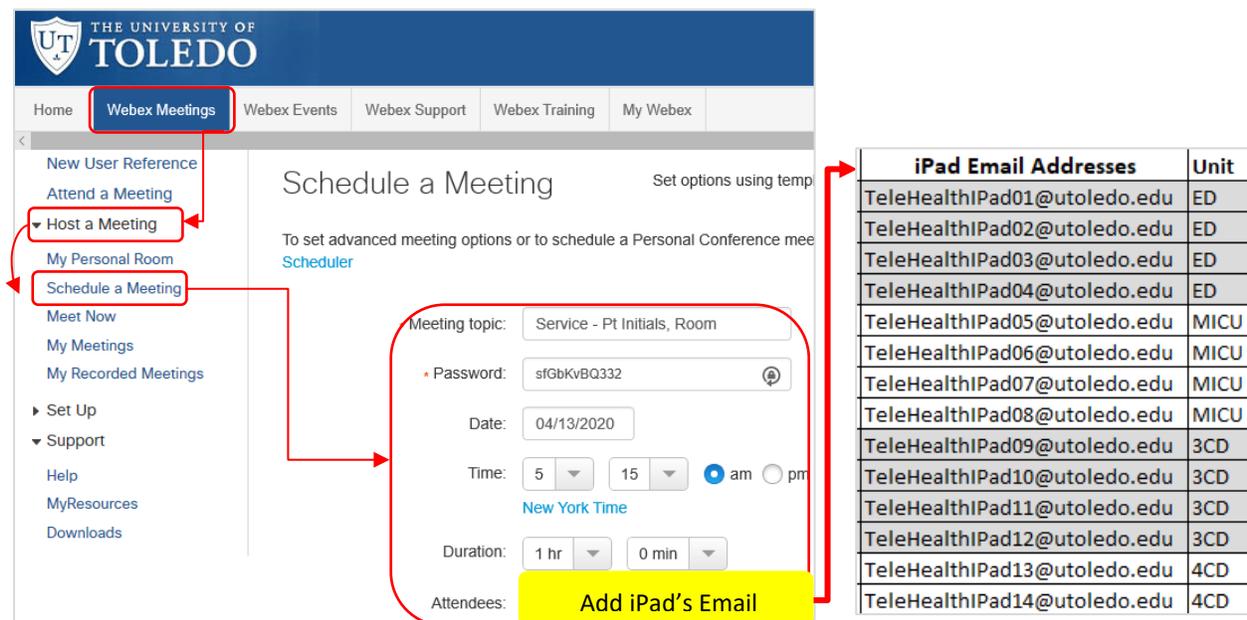
Note: *This workflow is not limited to Consultants. Any UT provider can use the Inpatient Telehealth workflow to check on their patient at UTMC.*

### At the time of the Telehealth visit

1. The Consultant starts the Webex meeting. The Nurse joins on the Telehealth iPad
2. The Nurse takes the iPad to the Patient's room so Consultant & Patient can meet
3. After the session, the Consultant ends the Webex session
4. Consultant documents visit in Clinical Notes & adds "TLH" modifier in PatientKeeper

### How to Schedule Webex Meeting using a PC/Mac/Phone/Tablet

1. Visit [utoledo.webex.com](http://utoledo.webex.com). Log in using Utad credentials (button on upper right corner)
2. Click "Webex Meetings", "Host a Meeting" and then "Schedule a Meeting"



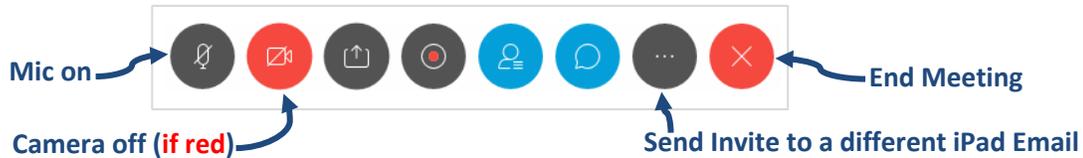
iPad Email Addresses	Unit
TeleHealthIPad01@utoledo.edu	ED
TeleHealthIPad02@utoledo.edu	ED
TeleHealthIPad03@utoledo.edu	ED
TeleHealthIPad04@utoledo.edu	ED
TeleHealthIPad05@utoledo.edu	MICU
TeleHealthIPad06@utoledo.edu	MICU
TeleHealthIPad07@utoledo.edu	MICU
TeleHealthIPad08@utoledo.edu	MICU
TeleHealthIPad09@utoledo.edu	3CD
TeleHealthIPad10@utoledo.edu	3CD
TeleHealthIPad11@utoledo.edu	3CD
TeleHealthIPad12@utoledo.edu	3CD
TeleHealthIPad13@utoledo.edu	4CD
TeleHealthIPad14@utoledo.edu	4CD

3. Type your Telehealth invite information
  - a. Meeting Topic: [Service]-Patient initials and Room # e.g. **Cardiology-J.M.3233-1**
  - b. Select the Date, Time (am or pm) and duration
  - c. Attendees: type the Telehealth iPad's Email address provided by the Nurse
  - d. Click "Save". (Close the popup window, if your meeting starts later)

### Conduct the Meeting

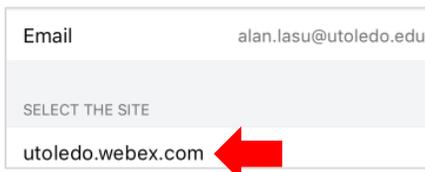
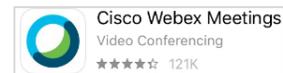
1. Visit [utoledo.webex.com](http://utoledo.webex.com). Log in using Utad credentials (button on upper right corner)
2. Click "Webex Meetings", "Host a Meeting" and then "My Meetings"
3. All your scheduled Webex meetings will display

4. Locate the session you would like to start and click “Start”. Follow the prompts
5. Your camera is off by default. Click the icon to turn on/off e.g. mic is mute if red

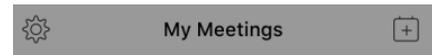


## How to Schedule Webex Meeting using free app on iPhone/iPad/Android Device

1. Install “Cisco Webex Meetings” app from AppStore or GooglePlay
2. Tap “Sign in”, type your UT Email, and tap “utoledo.webex.com”

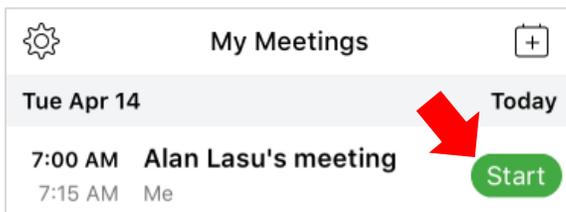


3. Log in with your UTAD username and password when prompted
4. Tap “OK” to access your calendar and “Yes” to turn on Touch/Face ID
5. Your full Outlook calendar displays (assuming you’ve previously setup UT Email)
6. Click the “+” on the upper right to schedule a meeting
  - a. Appointment name: [Service]-Patient initials and Room # e.g. Cardiology-J.M.3233-1
  - b. Select date, time and duration
  - c. Type the email address of the iPad provided by the nurse



### To start a scheduled Webex meeting

1. Tap “Start” on the calendar and select “Use Internet for audio”



2. Your mic is on by default
7. Tap the red camera icon to turn it on
8. Once done, tap the red “X” to hang up

