CUHN Virtual Care A Healthier World is Within Our Reach

A Resource for Schedulers

Quick Tips: Scheduling OTN Site Hosted Visits through Epic

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SCHEDULING A SITE-HOSTED OTN APPOINTMENT

In order to schedule an appointment with the Virtual Care department to make use of the OTN Site-Hosted visits, the scheduler will schedule a visit through the patient's appointment desk. They will select the appropriate visit type, which will automatically add Virtual Care to the appointment, and answer a number of questions.

BOOKING THE APPOINTMENT

• Open the patient's appointment desk and click "Book It"

💷 🖳 🛗 Testing, Myuł	Appt Desk				4.9.4	
Myuhnone Testing Female, 23 y.o., 01/01/2000 647-293-8695 MRN: 7195905	Appointrent Desk	por <u>t</u> s • 🕴 Patient Optio <u>n</u> s • 🔒	Printing -			
OHIP: No Value Set Release Restrictions, Test Patient Care Team: No PCP	Testing, Myuhnone (23 yrs) 123 Important Street Toronto ON M5G 2C4	DOB 1/1/2000	Registration Status Ver Preferred Language	Mobile 647-293-8695 Home 416-666-6666 Work	E-mail ca <u>Preventive Care</u>	
O SHOWS 100 % UHN-VIRTUAL CARE 59 % All departments	Guarantor Accounts	Legal Name Testing, Myuhnone	No	416-340-4887		

- Select the provider's usual **department**.
- Select visit type: "OTN SITE HOSTED NEW PATIENT" or "OTN SITE HOSTED FOLLOW UP."

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Complete the pop-up questionnaire with the applicable information and click "Continue."

	PMH IGH IWH	Q,					
What is the location of the appointment?	PCVC (Personal compu	ter) TGH - G4 -9th Floo	r Rm 928				
	TGH - G5 - Stores in RFE 4-404 TGH - G11 - RFE 4-404 (Small Telehealth Studio)						
Vhat is the location of the appointment? Vhat is the location of the appointment? Diagnosis? What is the UHN contact information (name and phone number) of the scheduler of the appointment? Is the patient an inpatient? If so, specify hospital location, nit, and contact information. What are the clinical requirements? Indicate only the tecessary requirements, as this impacts the location of he site. Results - Continue Scheduling	TGH - G29 - 11PMB196	- Heart Transplant TG	H - G43 - Stores in RFE 4-404				
	TGH - G45 - 6Nu610 (Te	elehealth Rm - Vascular (Clinic)				
	TGH - G50 - RFE 4S-436 (large Telehealth rom)						
	TWH - W4 - 4E427 (Exam Rm 1) Bariatric TWH - W6 - 3MLC - Gamma Knife						
	TWH - W11 - 2MCL419 TWH - W15 - 1F552 - Orthopedic Clinic						
	TWH - W18 - 4F403 (Exam Rm 14) - Neurosurgery						
	PMH - P1 - Storing in PM	/H 6th floor Storage Rm	PMH - P14 - 4th Floor GI: Rm 735				
	PMH - P16 - 4th Floor G	U South/ Rm 2 (4-810)					
	PMH - PCVC Cart - Storing in RFE4-404 OPG - P32 - Rm 1B Blue - PMH						
	OPG - P33 - Rm 7-114	OPG - P35 - Rm 7-708					
	OPG - P36 - Rm 7-304	OPG - P37 - Rm 6-114	OPG - P38 - Rm 6-111				
	OPG - P39 - Rm 6-704	OPG - P40 - Rm 6-304					
	PCVC (Personal comput	er) 🔎					
Diagnosis?	cancer						
What is the UHN contact information (name and phone number) of the scheduler of the appointment?	Jane Smith, 555-555-5555						
s the patient an inpatient? If so, specify hosptial location, init, and contact information.	no						
What are the clinical requirements? Indicate only the necessary requirements, as this impacts the location of he site.	None Enter a comment						
Results - Continue Scheduling							
to results to apply.							

 Click OTN IN DEPARTMENT (1) to select a provider. Notice that "UHN VIRTUAL CARE" is also defaulted (2).

Book It	
Department UHN-OUTPATIENT TESTING DEPARTMENT 🖋	Solutions Schedules 🕑 Open Slots % Scanner
♣ Add <u>V</u> isit	
OTN SITE HOSTED FOLLOW UP	
	1
OTN IN DEPARTMENT (0)	Providers 🕇 🖡 🗸
Additional resources (2) OTN Tech Virtual Care Room Linked Records	Bearch for providers Image: Constraint of the second constraint of

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Select the date (1) and appointment time (2) and click **Schedule** (3).



• Complete scheduling as normal.

CONFIRMATION OF THE APPOINTMENT

Do not consider the appointment as "ready to go" until the Virtual Care department has confirmed it. Once they have done so, it will show up as "Confirmed."

1	Departm	nent Appoir	ntments Report: DAR											
	C Refresh	🍇 Settings 🔒	Appt Des <u>k</u> 👻 📩 <u>W</u> alk In 🍃 Sign In	🖸 🛃 Check In 🗧 Check Out	🕞 Room 👻 🔲 Assign T	ablet 🝷 🕧 Appt In	fo	🖹 Message	e ∲ E <u>x</u> pand	<u>C</u> anc/Resch	🚫 No Show 🎽 EO) 🖾 Page Patient	🕰 Send Upd	ațe 🔻 Eye
	1 Full A	ppointment List	2 Appointment Totals											
	Date: 4	11/5/2022	TG-ENT [101001409]										₩ • To	tal: 1 Row
1	nd Time	Msg	Patient	Phone	▲3 Provider/Resource	Туре	Status	Admitte	Last Event	Appt Notes	Update T	Admission Sta.	Confir	Transpo
	1	1400	Cadence, Demonstration	Hm: 555-555-5555	BAILIE, NEIL	OTN SH FU	Sch		Appointment				~	