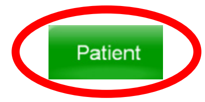
Handy Guides

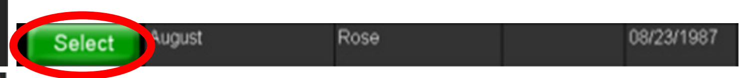
Creating a Case with tConsult Client

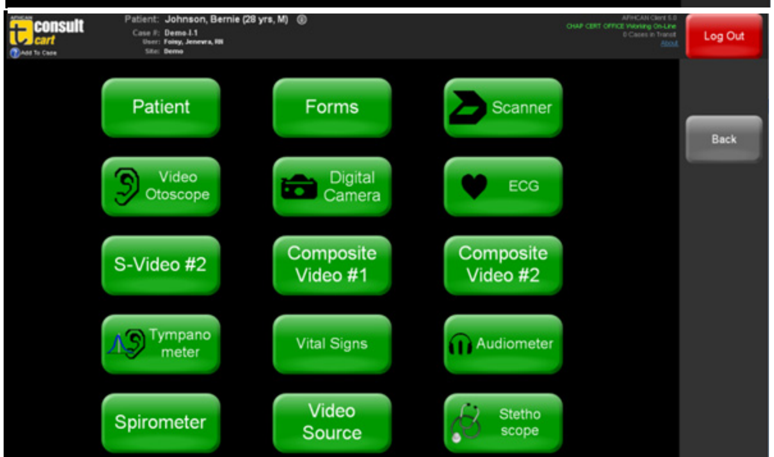
Background: Creating a telehealth case with tConsult Client is simple and very straight forward. Clinical data is added by simple clicking the desired peripheral. More information can be found about creating a case can be found online at **www.afhcan.org**

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

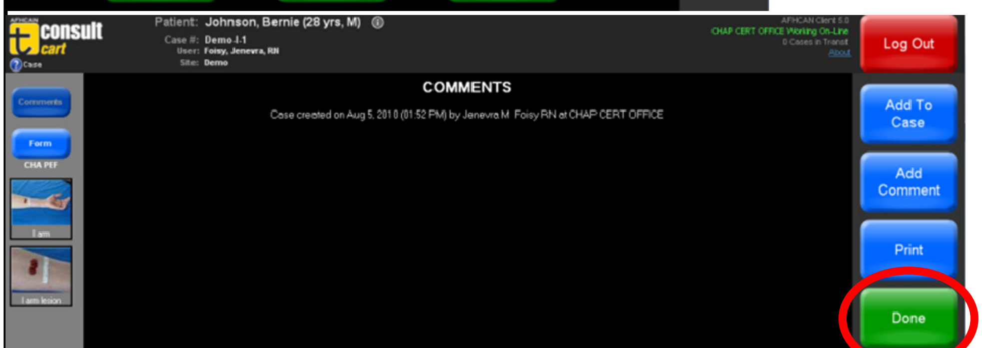


5. Select a patient to create a case on





6. Once a patient is selected, notice their name & information at the top of the page
7. Use the Additional green buttons to add patient data to the case
8. When your case is complete, click the green Done button.



9. Next select the green Send button.

10. Double check the To field and then click the green Send button again to send the case.

* Note: If the To field is incorrect, select the blue New Recipient button to change the case recipient.

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Additional Helpful Hints

Case Pointers

- Always search for a patient before creating a new patient record in the system. This helps protect against duplicate patient records
- Update the patient information during the encounter to help insure that the patient can be reached if and when needed by a health care provider.
- Adding **ALL** the appropriate clinical data, forms, and/or comments makes a quality telemedicine case

tConsult Cart

- Be sure to archive cases that have been completed

tConsult Web

- Be sure to archive cases that have been completed
- Always search for a patient on the server before adding them as a new patient

Digital Photography

- Make sure the subject/lesion is clearly apparent in the image (jewelry, glasses, clothing removed that would detract from the subject)
- Be sure to include a scale/ruler (for measurement)
- Use the proper perspective (surface of the camera lens is parallel to the surface of the subject/lesion
- Make sure the image is sharply focused (use macro when 2" to 28" from subject)
- Review the photos to make sure they are truly representative of the true color of the subject (obtain images with/without flash & compare the color on the telehealth cart screen to the live subject/lesion)
- Include close up and distribution shots when appropriate
- Properly label images before saving them to the case

Dental Camera

- Make sure the sanitary sheath is correctly applied ("light to white")
- Pressing the sheath firmly to the lens, using the correct focal length & bracing the camera on a tongue depressor helps insure a sharp image
- Properly label images before saving them to the case

VSM

- Use the appropriate size of BP cuff
- Include the actual Vital Signs report with the case

ECG

- A patient has to be selected before running the an ECG software
- Attached 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)

Otoscope

- Always clean and dry the otoscope tip before imaging
- Use color reset/white balance daily to insure accurate color fidelity
- Pre focus the otoscope using a focus tool and use the image enhance function
- Align the white dot at the top of the camera with the top of patients ear to insure proper orientation of the ear anatomy-cone of light
- Image both ears for comparison
- Properly label images before saving them to the case

Scanner

- Select the appropriate color and resolution for the document—black & white (low), grey scale (medium) or color (highest)
- Rescan at a higher resolution if the image is not clear
- Be sure to rotate images before saving them
- Properly label images before saving them to the case

Stethoscope

- Use the drop down menus to select the appropriate type of exam, chest piece location and patient position
- Firm contact between the chest piece and bare skin helps insure clear/accurate sounds are recorded
- Review the recording for accuracy
- Properly label recordings before saving them to the case