

## PROTOCOL FOR DIAGNOSTIC CLINIC BY VIDEO CONFERENCE

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### **Scheduling diagnostic clinic:**

Prior to clinic the patient must have:

- TB test completed
- Chest x-ray done
- Current Home medication list

When the local health department nurse identifies a patient needing evaluated by the physician, he/she must submit a Diagnostic Clinic Form (TB-80) for the patient along with additional records (including but not limited to medication lists, radiographic reports, liver enzyme testing, etc.). Completed form and records should be faxed to WV Tuberculosis Elimination Program (WV TBEP) at 304-558-1825.

Receipt of the Diagnostic Clinic Form (TB-80) form by WV TBEP will initiate a clinic being scheduled. For each TB-80 received, the scheduling coordinator will email the submitting Local Health Department (LHD) nurse to acknowledge receipt of the form and indicating the date and time of clinic. If the scheduled date and time does not work for the patient, contact WV TBEP and we will attempt to reschedule. Please remember that the physician is only available to WV TBEP on limited days for TB clinics and changing the date/time may not always be possible.

All records needed for diagnostic clinic SHOULD be faxed to WV TBEP at 304-558-1825 no later than 1 week prior to the diagnostic clinic date.

A Diagnostic Clinic Form (TB-80) must be received for all patients each time they are to be seen at clinic, regardless of whether they are a new or being seen again. LHD nurses should submit a Diagnostic Clinic Form (TB-80) each time a patient needs to be scheduled.

*Note: WV TBEP recommends that at least 2 days prior to the scheduled clinic date, the LHD nurse check the computer to be used for the video clinic and ensure that the video works on the computer and make sure they are familiar with how it works.*

### **On the day of diagnostic clinic:**

Each patient will be seen individually by the physician. The computer with the webcam must be located in a room that protects the patient's privacy during their time with the physician. As a reminder, video diagnostic clinics are subject to the same privacy regulations under HIPAA as any traditional healthcare visit/clinic. Also, at no time can the patient be left alone with access to the computer while it is connected to the DHHR network.

The local health department nurse must be present in the room with the patient during the clinic and should have the patient's chart readily available to answer questions or assist the physician.

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Please have your patient(s) ready at your scheduled time, however due to the physician conducting clinics with multiple counties in the same session, brief delays may sometimes occur. WV TBEP will initiate the video call with the nurse listed on the Diagnostic Clinic Form (TB-80) when the physician is ready to begin.

If a patient does not show for the scheduled clinic appointment, notify WV TBEP as soon as possible so the physician can move ahead with seeing other patients.

*Note: Patient(s) who do not attend their scheduled clinic will not automatically be re-scheduled. LHD must submit a new Diagnostic Clinic Form (TB-80) along with the patient's medical records.*

### **After the clinic:**

Orders and instructions given by the physician during diagnostic clinic will be documented on the WV TBEP Order Sheet and faxed to the LHD nurse for documentation in the patient's chart and implementation of the physician's orders.

Physician's notes/dictation will be transcribed by the WV TBEP Secretary, and a signed copy will be sent to the local health department for inclusion in the patient's chart.

For any questions regarding the patient's care, physician's orders, abnormal labs, etc., call WV TBEP at 304-558-3669 for guidance.