

## Real Time Consultation: Referring Site – Patient Location

1. **Equipment** - Make sure all equipment is available.
  - a. Videoconferencing equipment and telecommunication links (LAN or other as appropriate)
  - b. Diagnostic Peripherals - based on the appointment type
    1. Exam camera, otoscope, stethoscope, etc.
2. **Connect** all equipment
  - a. Audio
  - b. Video
  - c. Telecommunications
3. **Power supplies** plugged in.
4. **Turn power on** to all equipment
5. **Start software programs** – videoconference applications, electronic medical record, other.
6. **Check Peripherals**
  - a. Focus
  - b. Light Source
  - c. Special Adapters or lenses
7. **Check and clean** any patient-contact surfaces
8. **Test connection** with consultant location. (A test connection is highly recommended when equipment is first connected and powered up, perhaps the first thing in the morning. Also be sure to test the connection just before a patient encounter.)
9. **Check videoconference equipment**
  - a. Audio & volume
  - b. Video
10. **Camera Control.** For most interactions, the consultant should be able to control the patient-end camera to ensure proper framing of the video picture. The patient-side system should be set to "allow far-end camera control."