TELEHEALTH USER GUIDE

Enabling Home Based Telehealth in iScheduler

STEPS TO ENABLE HOME BASED TELEHEALTH

- If you wish the patient to receive an automatic email with the Home Based link to join the Telehealth call, ensure you input the patient's email address in the patient profile in iScheduler.
- Once the patient has been entered into the system, they can be enabled for Home Based Telehealth bookings. To do this, complete steps 1-6 below:

1. Click on **'INFORMATION'** and **'PATIENTS'**.
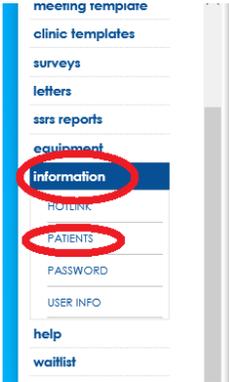
2. Search for patient using **MCP** or **PHIN**

If the patient does not already exist in iScheduler, you will see **'No records match your request'**. To add the patient in iScheduler, click **'ADD PATIENT'** in the top right corner.
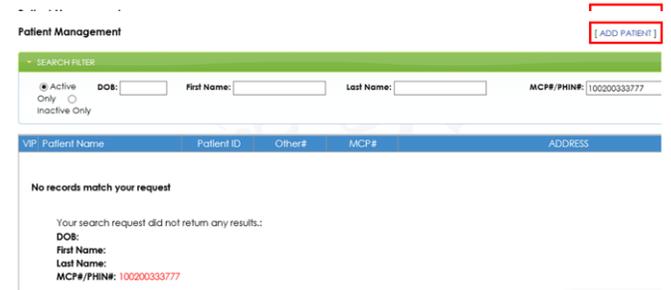
Enter the patient's information in the **'Patient Info'** window. All items highlighted in red must be filled in, as well as MCP number, address and phone number(s).
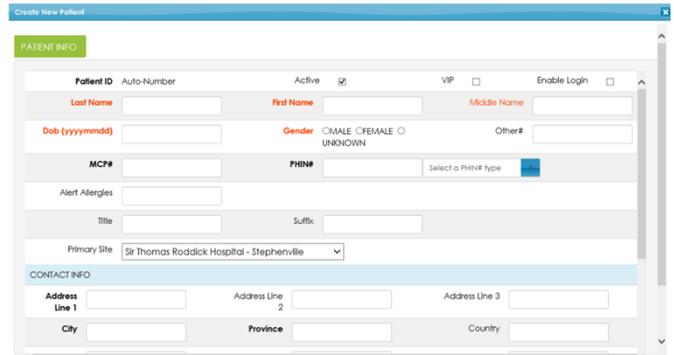
Scroll down and click **'SAVE'** to save the patient information.

3. Open up patient profile.
Click on last tab **"Home Based – TH"**
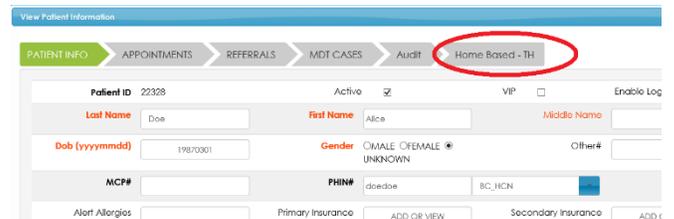
4. Click **'enable homecare'**

5. Click dropdown and select the Health Authority in which the patient resides; click **'SELECT'**
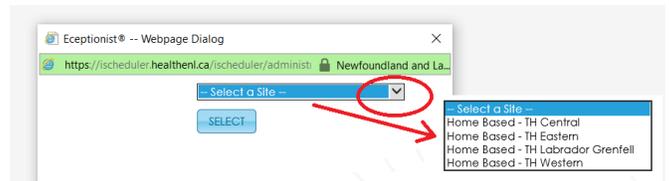
6. Enter the following information**:**
NAME: computer
TYPE: codec w/multipoint bridge
CONNECT TYPE: IP
EQUIPEMENT PORTABILITY: Static

Click **'SAVE'** and close the patient profile.