

<b>Section:</b> Communications	<b>Number:</b> 10.40.PP.v2
<b>Subject:</b> Consent for Photography and Audio-Visual Recording for Communications and/or Promotional Purposes	<b>Associated Form Number:</b> 10.40.F.v2
<b>Effective Date:</b> June 2007	<b>Reviewed Date:</b> November 28, 2007
<b>Revised Date:</b> November 28, 2007	<b>Next Review Date:</b> November 2009

## OUR MISSION

OTN develops a variety of print and video materials explaining what telemedicine is and OTN's role in telemedicine that use patient testimonials and/or photos. OTN staff and Members are also approached by the media for access to patients for information about their experience with either telemedicine or OTN.

## POLICY STATEMENT

A "Consent for Photography and Audio Visual Recording Form" must be used if a patient is to be photographed, interviewed or videotaped by the media, or the Ontario Telemedicine Network Communications team, for the purposes of developing OTN communication, education, training, or other corporate materials.

## PROCEDURE

1. An OTN "Consent for Photography and Audio-Visual Recording Form" is available on the Policies page on the OTN website under "Communications."
2. Telemedicine Coordinators must download this form and ask all patients to be interviewed, photographed or videotaped to sign this form before the interview and/or photography session begins.
3. Once the patient has signed the form, a copy of Page One should be faxed to the OTN Director of Marketing at (416) 244-3158.
4. The original signed copy of the form should be maintained at the Member organization consistent with their own consent policies.
5. Page Two of the Form should be provided to the patient for his/her future reference.

## ASSOCIATED FORM(S)

Consent for Photography and Audio-Visual Recording

## RELATED OTN POLICIES OR GUIDELINES

Media Relations

---

**END OF POLICY AND PROCEDURE**

---