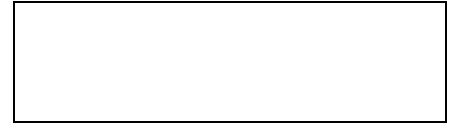


Insert organization header/logo



Consent to Participate in a Telemedicine Consultation Checklist

Telemedicine Information Categories	Initials	Comments
Orientation Orient patient to the telemedicine location, equipment, and staff.		
Confidentiality/Privacy Assure patient that no other parties are watching consultation.		
Video Taping Assure patient that the session is not being videotaped.		
Communication Issues Explain sound delay.		
Contingency Management a) Care provider may determine the need for an in-person assessment. b) Patient has right to refuse to participate and right to decline the service at any time.		
Opportunity for questions and feedback		
Consent Patient or substitute decision maker verbally consents to participate in telemedicine consultation.		
Follow up instructions		

Signature: _____
(Telehealth Coordinator or Designate)

Date: _____

Checklist Rationale

- Provide orientation to the telemedicine location, equipment, and staff.
 - o Introduce patient to care provider(s) at remote end.
 - o Explain equipment – camera movement, microphone, PIP

- Confidentiality/Privacy
 - o Assure patient no other parties watching consultation.
 - o All participants to be ‘on camera’ at least initially.
 - o Videoconference is real time and not recorded.

- Video Taping
 - o Explain to patient ‘real time’ nature of telemedicine video conferencing.
 - o Assure patient that sessions are not taped.

- Communication Issues
 - o Sound delay
 - o Waiting your turn to speak
 - o Normal speaking voice

- Contingency Management
 - o Care provider may determine the need for an in-person assessment.
 - o Right to refuse to participate and right to decline the service at any time
 - An implication for far North communities – whose responsibility is it when patients are no shows / refuse TM? Is alternative care guaranteed?
 - Refusals – how to notify referring physician

- Opportunity for questions and feedback
 - o Ask patient if they have any questions about the TM event.
 - o May ask patient to participate in a satisfaction survey.

- Patient verbally consented to participate in telemedicine consultation
 - o Documentation in patient record as per college / facility standards.

- Technology failure / contingency planning
 - o Inform patient of contingency planning on an as-needed basis.

- Follow up instructions
 - o Inform patient of additional appointments / test / communication with primary care provider as per the clinic’s current process / clinical protocol.