



## **Create Point-to-Point Features**



# Table of Contents

<b>Introduction.....</b>	<b>Slide 3</b>
<b>Participants Section.....</b>	<b>Slide 4</b>
<b>Event Details Section.....</b>	<b>Slide 5 - 6</b>
<b>Systems Section.....</b>	<b>Slide 7</b>
<b>Tool Bar and Event Approval.....</b>	<b>Slide 8</b>
<b>Clinical Approval .....</b>	<b>Slides 9</b>
<b>Scheduling Assistance.....</b>	<b>Slides 10</b>
<b>Ncompass Terminology.....</b>	<b>Slides 11-12</b>

**The “create point to point” function is useful for creating clinical events where you need to physically record the approval of the participating site. Please note, that this does require you to physically approve both sites and confirm that the patient has been contacted before the event is completely scheduled in Ncompass.**

**Clinical Events**

- [Create Point-to-Point](#)
- [Create Ncompass Clinic](#)

1

2

**[1]** Select the "Create Point-to-Point" button located under the **Clinical Events** heading on the navigational toolbar. When clicking on the link, a page entitled "Create Point-To-Point Event" will appear.

**[2]** Select the Requestor and Consultant by using the relevant search buttons. If you are a TMC user, when you login to Ncompass and select "create point to point clinical event", your name will now appear as the requestor. You can change this if needed. Complete the patients details manually or use the Select Patient button. The data you enter is encrypted in the Ncompass database and can only be viewed from inside the event record by authorized personnel.

Please select yourself as the event's requestor.

**Requestor\*** :

**Consultant\*** :

**Patient\*** :

**Gender\***:  Male  Female

Address:

Home Phone:

Work Phone:

Date of Birth:  e.g.: 18-01-1973

Age Group\*:  Paediatric (0-17)  Adult (18-74)  Geriatric (75+)  Unknown

OHIP Number:

# Event Details Section

Event Details
[Click here for help with this section](#)

Event Title:

+ Event Type\*:  3

Other Description:

Appointment Type\*:  Initial  Follow-Up 4

Purpose\*:

Priority\*:  Elective  Urgent/Emergent Need help selecting the appropriate priority code?

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Date of Event\*:   dd-mm-yyyy

Scheduled Event:

24 Hour Format, HHMM

Start Time\*:
End Time\*:

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Initiating System: Patient  Consultant

Start Call Automatically?: Yes  No

**[3]** The Event Type categorizes the type of consult you are creating and is used for reporting purposes. You will need to select an event type, by clicking on the "Select type" button beside the event type field. This will bring you to an event type selection screen.

**[4]** The Purpose field is used to describe the kind of appointment. In the Ncompass clinic you will need to select the purpose that would describe the majority of patients in the clinic, and then you would be able to modify individual patients if you decided to include the patient information.

Event Details
Click here for help with this section ?

Event Title:

+ Event Type\*:

Other Description:

Appointment Type\*:  Initial  Follow-Up

Purpose\*:

Priority\*:  Elective  Urgent/Emergent  New 5 selecting the appropriate priority code?

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Date of Event\*:   dd-mm-yyyy

Scheduled Event:

→

24 Hour Format, HHMM

Start Time\*:
End Time\*:

6

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Initiating System: Patient  Consultant

Start Call Automatically?: Yes  No

**[5].** Enter the Date of Event by clicking on the calendar icon and selecting a date from the calendar. You may also type the date, using the format dd-mm-yyyy

**[6]** The Start and End Time are to be entered in 24 hour format - for example 8:00 a.m. would appear as 0800 and 1:00 p.m. would be entered as 1300. For point to point clinics, the start and end time are for that patient specifically.

7

Systems
Click here for help with this section ?

**Patient System\* :**

My Systems :

Patient Site Coordinator:

Email:

Phone:

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**Consultant System\* :**

My Systems :

Consultant Site Coordinator:

Email:

Phone:

[7] To choose a patient or consultant system - click on the appropriate "Select System Other System" button. You will be able to search for and select the patient or consultant system from the search page. Alternatively, you can use the "only my systems" dropdown when selecting your system as either the consultant or patient system. You can either search for a system, or select one of your own into either field. You can save an Ncompass clinic without identifying the patient system. However, it will be required before scheduling.

# Tool Bar and Event Approval

**Event Tool Bar**

Status: Tentative

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Created By:  
Roger Tester

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Creation Date:  
11-12-2012

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**Event Approval**

Patient System Approval

Consultant System Approval

Patient Has Been Contacted?

**[8].** When click the ‘Save’ button, you will notice that your event will move into a Tentative Status. On the left of the screen, you will have a tool bar. There is a ‘request assistance’ button that will create an email to the clinical scheduling staff at OTN. You can use this to get assistance finding patient sites, but please do not include any identifiable patient information in your email.

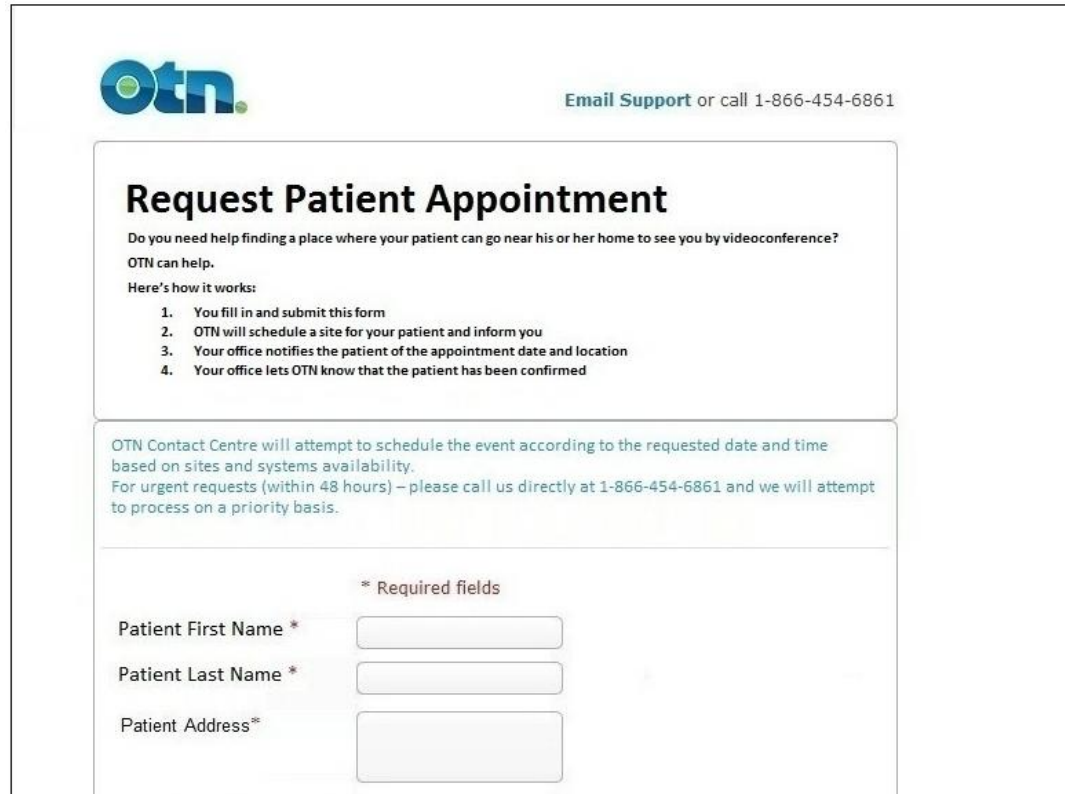
**[9]** Below are three “Event Approval” buttons. Clinical Ncompass users will now be able to approve both the patient and consultant system in clinical p2p events, as long as they are associated to one of the systems.



**Please note, in order to schedule a clinical point-to-point you must approve both the patient and consultant system. Furthermore, you must confirm that the patient has been contacted in Ncompass.**



## 1. Request Patient Appointment Form



The screenshot shows a web form titled "Request Patient Appointment" with the OTN logo and contact information. The form includes a title, a question about videoconferencing, a list of steps, and a disclaimer. At the bottom, there are three required input fields for patient information.

**otn.** Email Support or call 1-866-454-6861

### Request Patient Appointment

Do you need help finding a place where your patient can go near his or her home to see you by videoconference?  
OTN can help.

Here's how it works:

1. You fill in and submit this form
2. OTN will schedule a site for your patient and inform you
3. Your office notifies the patient of the appointment date and location
4. Your office lets OTN know that the patient has been confirmed

OTN Contact Centre will attempt to schedule the event according to the requested date and time based on sites and systems availability.  
For urgent requests (within 48 hours) – please call us directly at 1-866-454-6861 and we will attempt to process on a priority basis.

\* Required fields

Patient First Name \*

Patient Last Name \*

Patient Address\*

If you select the “Scheduling assistance” button a form will enable you to create a clinical point-to-point with minimal information. Clinical scheduling will be notified, and then they will assist in the scheduling of the event (including contacting and confirming the patient site). If you have other Ncompass roles, then you will be taken directly to Ncompass instead. The scheduling office will expect the consultant to contact the patient and let them know when the patient is confirmed.



# Ncompass Terminology

Auto Initiate	An Ncompass feature that enables events to start and end automatically without manual intervention. This means that if you schedule an event to start at 8:00 AM, the systems involved will automatically connect at that time, provided the videoconferencing systems have been turned on.
Clinical Event	An event that directly or indirectly discloses patient information.
Clinic Frame	The actual scheduled videoconference event which contains all the details regarding the video call and includes the: date, start and end times, as well as the systems involved.
Multipoint	An event that involves more than three sites in the videoconferencing. Any multipoint event requires a bridge. A bridge acts like the hub of a wheel, bringing together the spokes or in this case the individual sites, in a videoconference. All multipoints have a clearly defined start and end time and must be scheduled at least 30 minutes before they are to occur.



# Ncompass Terminology

Ncompass	Ncompass is an online scheduling tool designed for OTN Members to schedule and manage videoconferencing events. It's simple to use, secure and gives OTN Members access to the same scheduling information as OTN's Scheduling Services.
Patient Appointment	An optional component which allows the clinical scheduler to add details such as the start and end time of an patient's appointment, the patient name, contact information as well as any particulars regarding the appointment. Please note, you will not be able to add patient appointment information if your clinic is a multipoint event. To do this you will need to contact Scheduling.
Point-to-point	An event that takes place between two videoconference systems and do not require the involvement of a bridge. Consequently, point-to-point calls can be scheduled at any time. Furthermore, point-to-point events provide users with portal calling features.