

Privacy Considerations for Posting to the OTN Telemedicine Directory

OTN developed the Telemedicine Directory (TM Directory), as an easy way for OTN users to find the people and places using telemedicine and to bring improved access to care for patients across Ontario.

The TM Directory is a secure, online listing of participating Consultants and sites that provide Telemedicine services across the Province. Consultant Profiles allow individuals to clearly define their specialized areas of practice, the catchment areas they serve, types of referrals they accept, as well as scheduling and referral instructions and protocols. These profiles give referring physicians, OTN Members and the OTN Scheduling staff the vital information they need to make Telemedicine work.

Site Profiles include:

- **Site information** (Site ID, Site Name, Site Phone Number, Status, Catchment Area Served, Services and Programs Available)
- **Site contact information** (Name, Title, Phone Number, Fax Number, Email), and Clinical Protocols & Forms.
- **Activities** (Scheduling and Referral Instructions)
- **System profiles** (Type, Use, Contact Person for Scheduling Purposes, System Room Description & Purpose, List of Peripherals)

Using the Telemedicine Directory

When you provide information (Consultant, Site, Telemedicine Co-ordinators, IT Support, etc.) to OTN for the purposes of posting the information to the [Telemedicine Directory](#) the information should be used to:

1. Allow yourself, referring physicians, OTN Members and OTN Scheduling staff to find the closest OTN Member site or organization that supports Telemedicine for your patients.
2. Allow you and other Telemedicine users to contact each other for the purpose of scheduling Telemedicine events and the coordination of related referral & consultation activities.

Privacy Considerations

To ensure OTN is protecting the information you share with us, and that you have the necessary consent to post the information on behalf of someone else and/or the Organization, please consider these recommendations and best practices when providing information for inclusion in the Telemedicine Directory:

- The provision of any contact information provided and shared with OTN has been approved by the affected individuals or the organization.
- Contact information provided to OTN should reflect how you can be contacted during normal business hours.
- You have consent to provide information for publication in the TM Director from an individual or organization on whose behalf you are submitting it to OTN .
- You determine the amount of contact information you wish to make available for publication in the TM Directory prior to submitting it to OTN.

If you would like to speak to someone from OTN's Privacy Team regarding privacy practices related to the Telemedicine Directory; please contact privacy@otn.ca.