



MEDICAL ONCOLOGY - HEAD AND NECK TELEMEDICINE QUICK REFERENCE PROTOCOL

PURPOSE

Head and Neck Telemedicine appointments are available for patients who finished treatment and require a standard 3-6 months follow-up visit.

CLINIC AVAILABILITY AND REFFERAL PROCESS

- Patient's eligibility will be determined by the Dr. M. Chasen.
- Appointments are available Monday through Friday as per normal Clinic schedule and are subject to change as per physician's availability.
- All appointments are booked for 15 minutes unless instructed otherwise.

SCHEDULING PROCESS

Once confirmation received from TOH Telemedicine Staff of appointment booked,
The Patient Site Nurse will:

- Contact patient to confirm appointment time, duration, location and directions to their Telemedicine site.
- Mark 'patient notified' in Ncompass
- Patient must arrive 30 min prior to appointment start time in order to fill out appropriate paperwork.

PATIENT CONSULTATION

Patient Site Nurse

Must fax the completed assessments and documents listed below for **every visit**:

- Edmonton Symptom Assessment Scale (ESAS)
- Palliative Performance Scale Function Assessment
- Brief Pain Inventory (BPI)
- Distress Thermometer Form
- PG-SGA Nutrition Form
- Standard Telemedicine Worksheet (includes VS, med list, allergies, height, weight)

FAX: 613-739-6890

****If patient is late/ no show or any other issues-please call TOH Clinical Scheduler at
613-737-8899 ext 16605**