



## EPILEPSY CLINIC TELEMEDICINE QUICK REFERENCE PROTOCOL

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### Purpose

Telemedicine will be considered for follow-up appointments with the epilepsy specialist for all patients living at a distance from The Ottawa Hospital. Appointments will be offered to patients on a case by case basis at the discretion of the epilepsy specialist and based on patient's current status, depending on ongoing medication changes, seizure frequency, etc...

### Clinic Schedule and Referral Process

#### Follow Up Appointments

- Appointments will be available during regular clinic days and will be scheduled for **30 minutes**
- The epilepsy specialist will identify patients returning to a distant community who would benefit from follow up via telemedicine.
- The epilepsy specialist will write a note in the patients' chart to indicate that follow up will be via telemedicine and patient has consented.

### Patient Scheduling Process

Once confirmation received from TOH Telemedicine of appointment booked, the patient site nurse will:

- Contact patient to confirm appointment time, duration, location and directions to their Telemedicine site.
- Patient must arrive 30 min prior to appointment start time in order to fill out appropriate paperwork; including the Ottawa Hospital epilepsy clinic intake form (2 versions for new and returning patient. Takes approximately 10mins to complete).

### Day of Appointment

#### Patient Site Nurse must:

- Prepare the Tele-Stethoscope and hand held camera
- Complete Standard Telemedicine Worksheet (includes VS, med list, allergies)
- Identify and verify current antiseizure medications and especially correct doses. Identify pharmacy location, fax or telephone #.
- Complete an epilepsy clinic intake form **every visit**
- FAX all documents prior to appointment to the fax number associated with the TOH system in NCompass.
- If blood work or testing is requested, the epilepsy specialist will fax the appropriate requisition forms (eg. EEGs, blood work) to the Telemedicine site.

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

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