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Telemedicine User Guide:

Registration & One Time Setup

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Table of Contents

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Purpose

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The purpose of this user guide is to explain:

- How to register for Telemedicine
- How to set up to use Telemedicine

* Keep in mind, setup only has to be done once.

Registration

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Registration

Contact ModuleMD Client Services to register your practice for Telemedicine. You will be unable to use Telemedicine without registering your practice.

Client Services is available to help you through the setup process.

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One Time Setup

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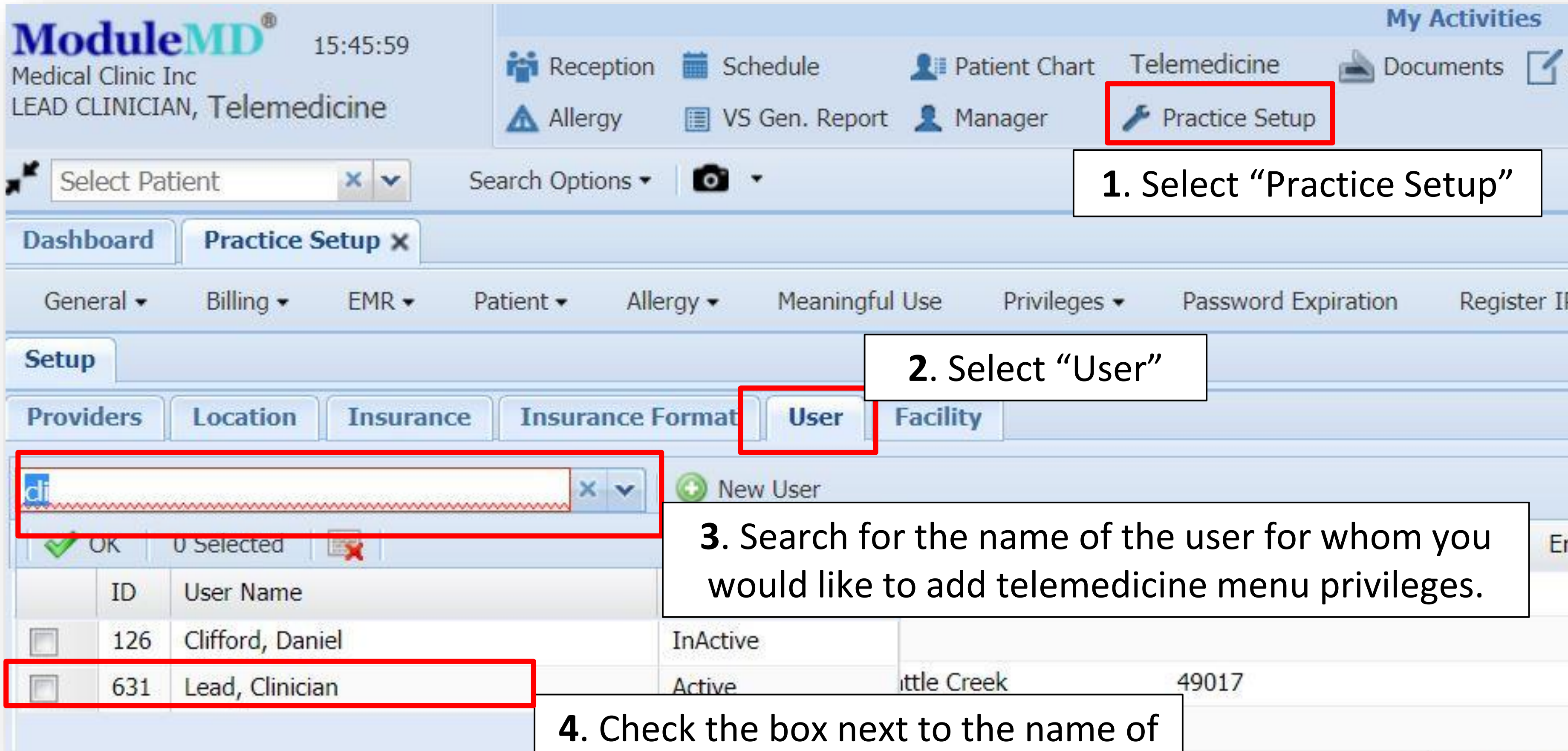
Add Menu Privileges



1. Select "Practice Setup"

2. Select "User"

3. Search for the name of the user for whom you would like to add telemedicine menu privileges.

4. Check the box next to the name of the user you would like to give telemedicine menu privileges to.

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Add Menu Privileges
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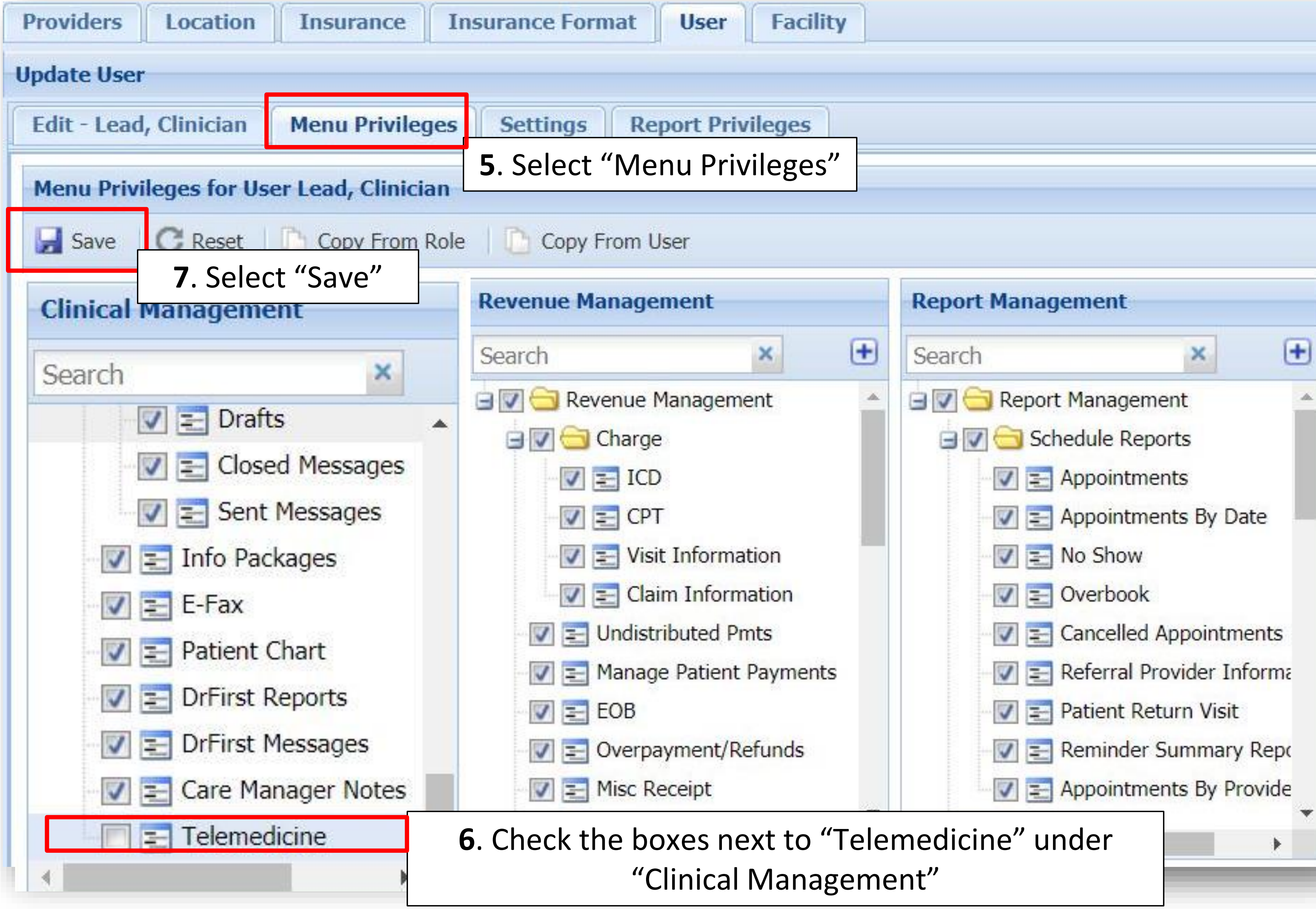

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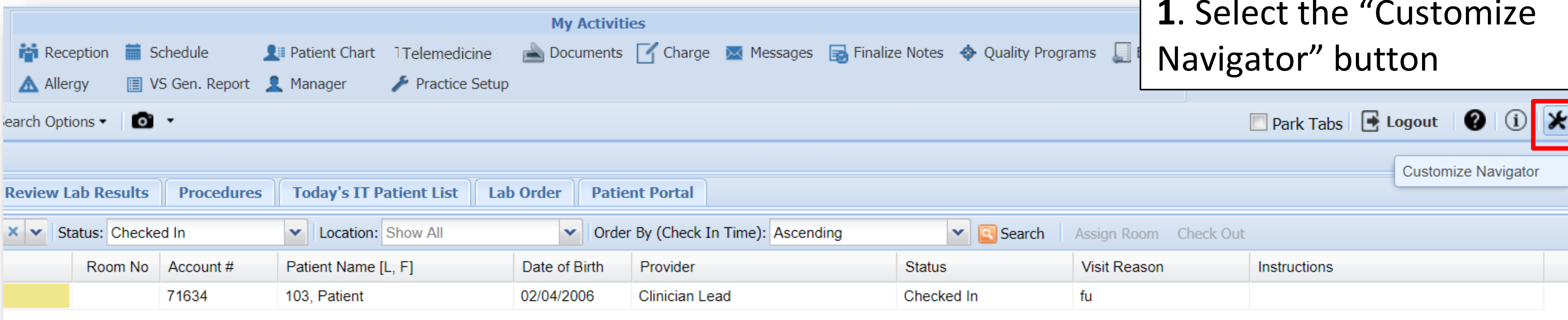
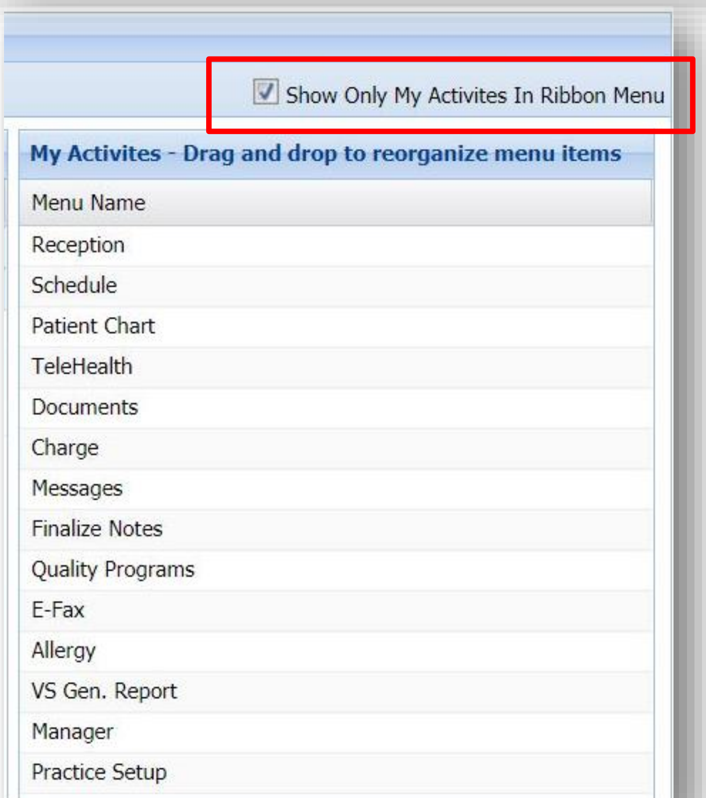
Add Telemedicine to “My Activities”

1. Select the “Customize Navigator” button





2. Optional: Make sure the box is checked next to “Show Only My Activities In Ribbon Menu”. This will allow you to customize your view and allow you to determine the order in which your most used shortcuts will show in your menu ribbon. My Activities gives your menu ribbon a cleaner more organized look. By including Telemedicine as a “My Activities” item, you can have quick and convenient access to the telemedicine platform.

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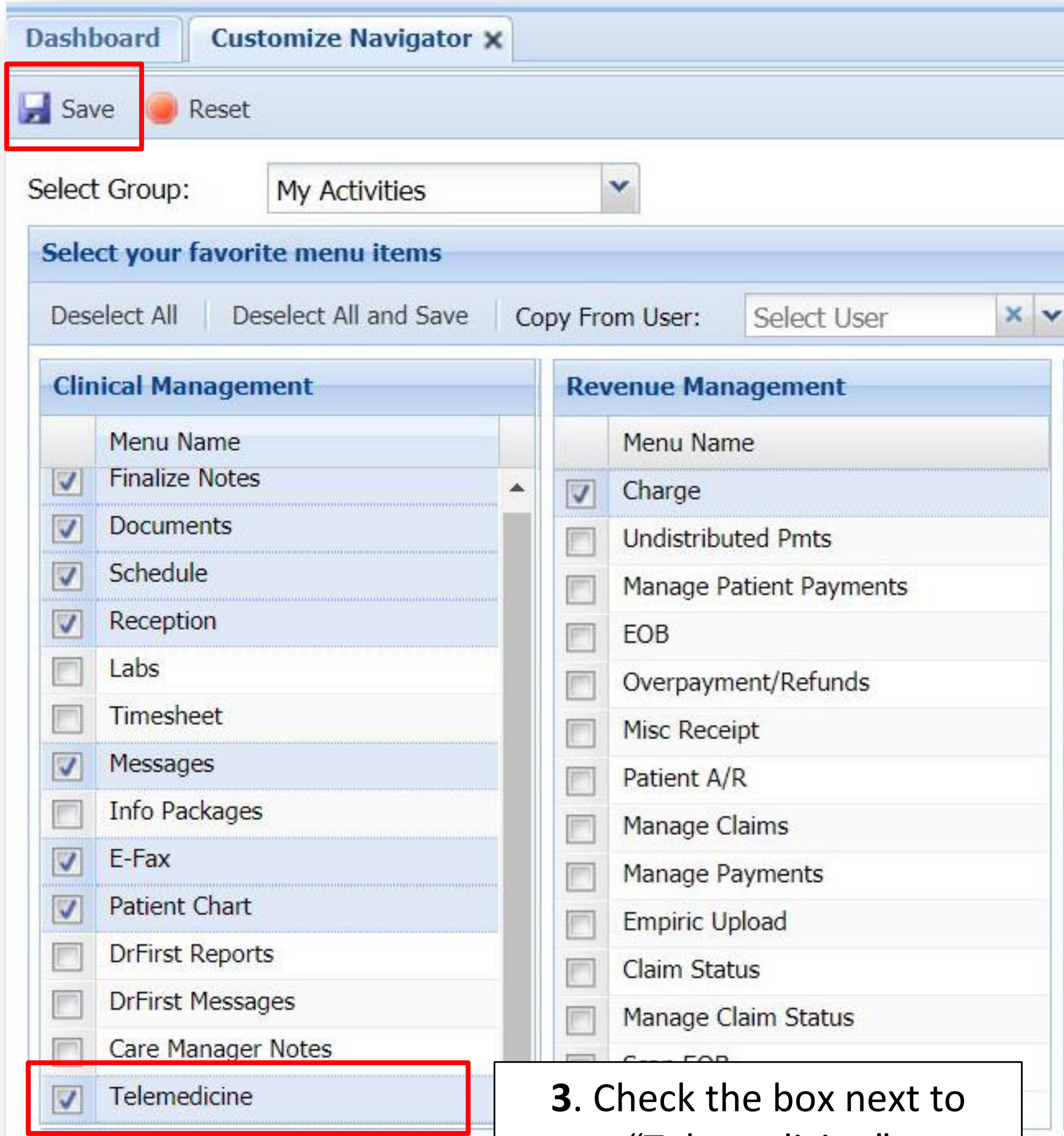
Add Telemedicine to “My Activities”
(continued)

4. Select “Save”



3. Check the box next to “Telemedicine”

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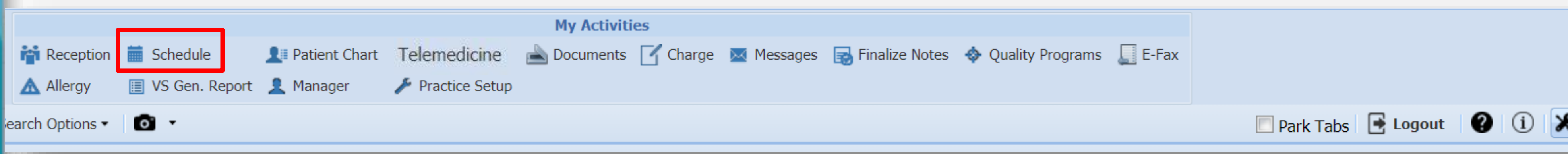
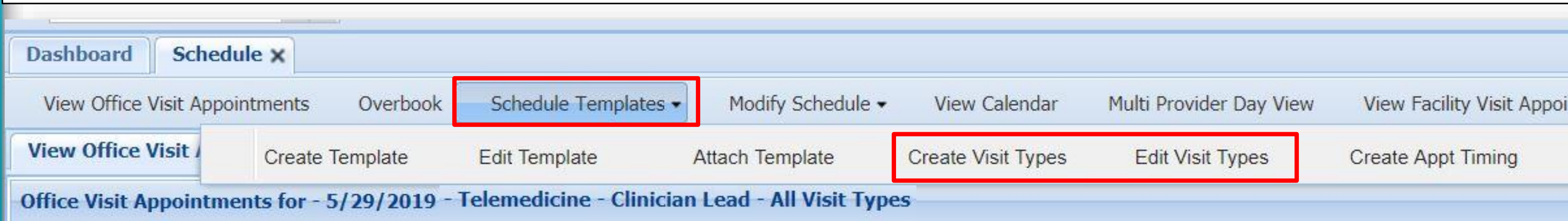
Telemedicine Visit Types

* Visit types must be setup as a “Telemedicine” service type for the ModuleMD schedule to connect to the Telemedicine schedule and to ensure your telemedicine notes will pull into the patient’s chart in ModuleMD.

1. Go to “Schedule”



2. Go to “Schedule Templates” then select either “Create Visit Types” or “Edit Visit Types” depending on if you want to create a visit type specific to Telemedicine or update an existing visit type.



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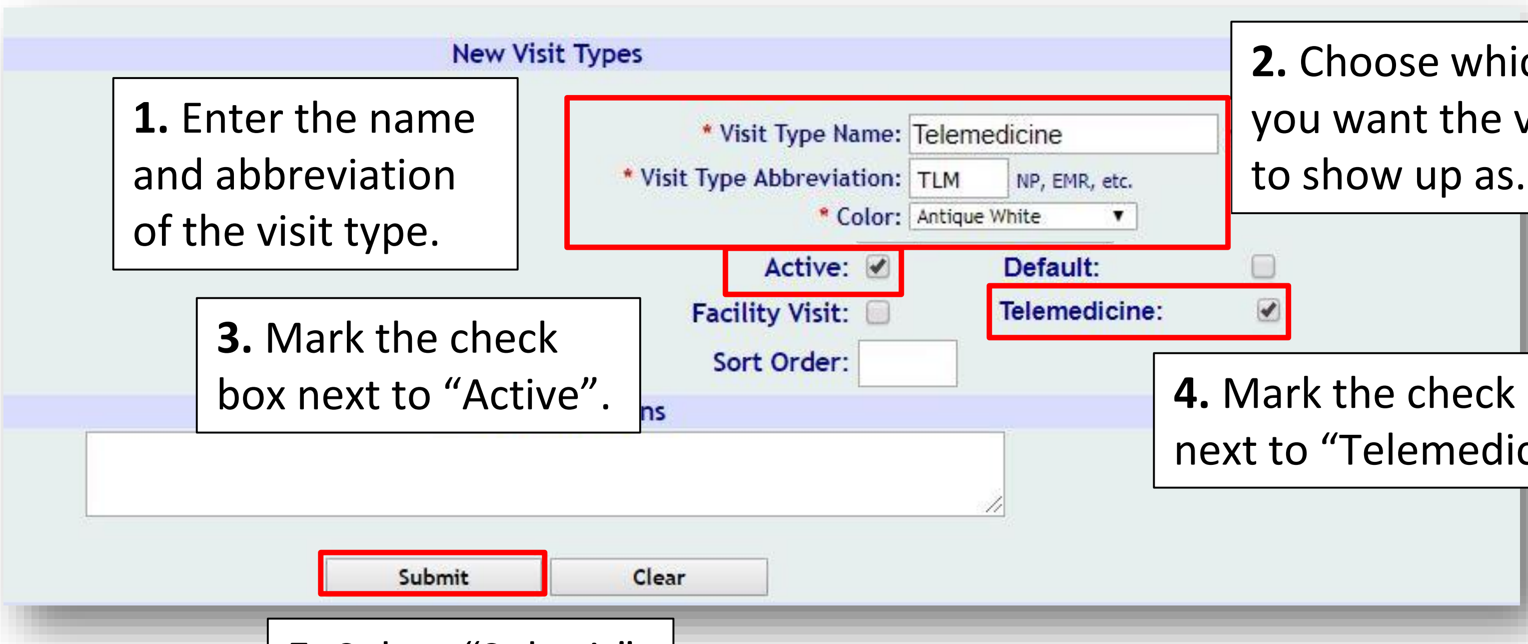
Telemedicine Visit Types
(Continued)

* Follow the steps below to either create a new visit type or edit an existing visit type



1. Enter the name and abbreviation of the visit type.

2. Choose which color you want the visit type to show up as.

3. Mark the check box next to “Active”.

4. Mark the check box next to “Telemedicine”.

5. Select “Submit”

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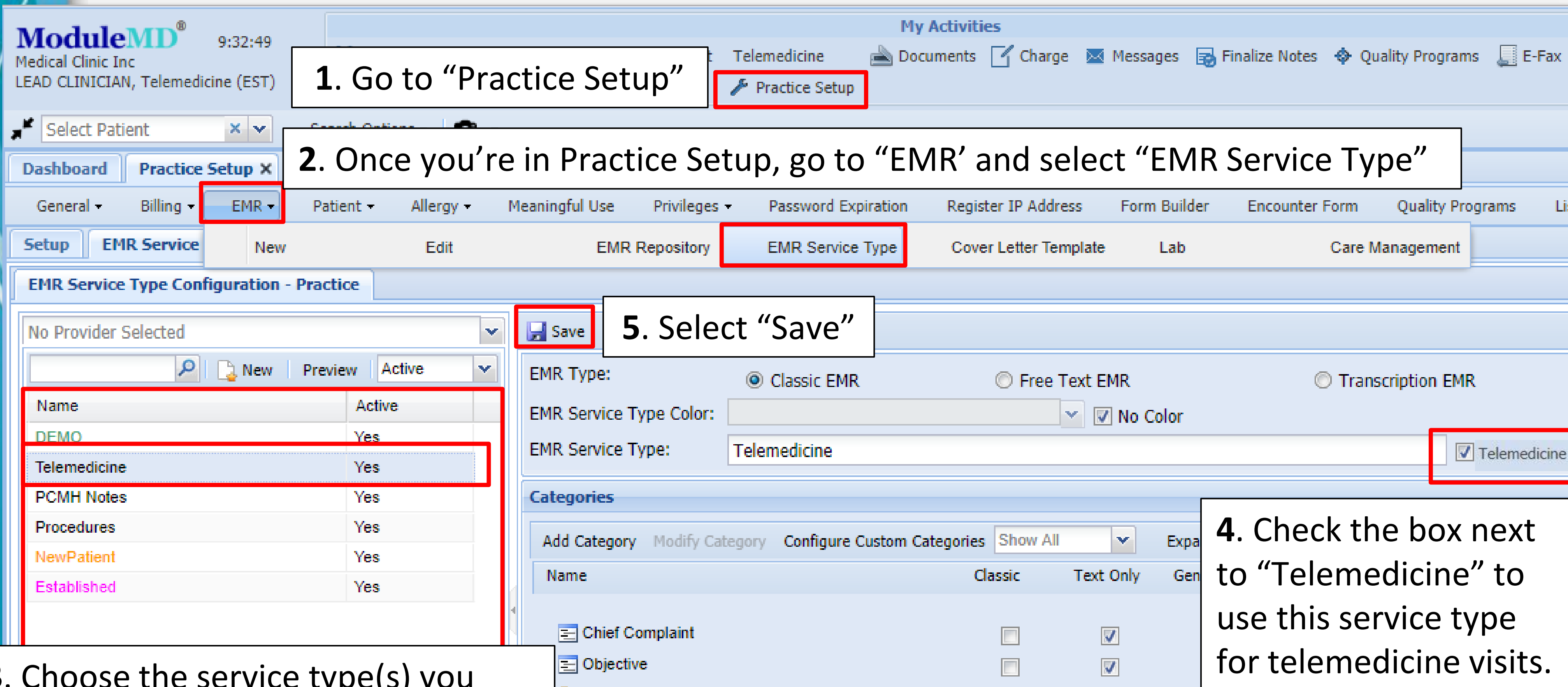
Telemedicine Service Types

* Service types must be setup as a “Telemedicine” service type for the ModuleMD schedule to connect to the schedule in the Telemedicine platform and to ensure your telemedicine notes will pull into the patient chart in ModuleMD.



1. Go to “Practice Setup”

2. Once you’re in Practice Setup, go to “EMR’ and select “EMR Service Type”

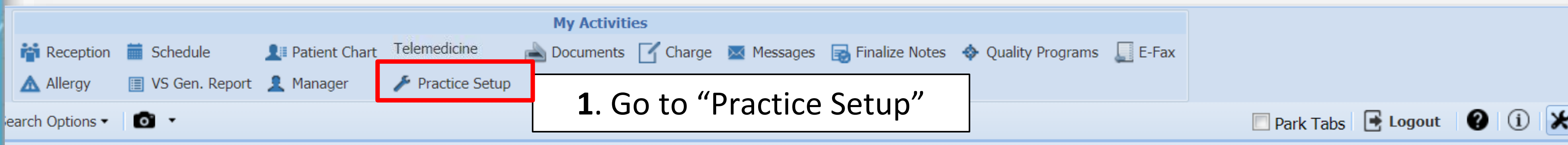
3. Choose the service type(s) you want to use for Telemedicine visits or add a new one by selecting “New”.

4. Check the box next to “Telemedicine” to use this service type for telemedicine visits.

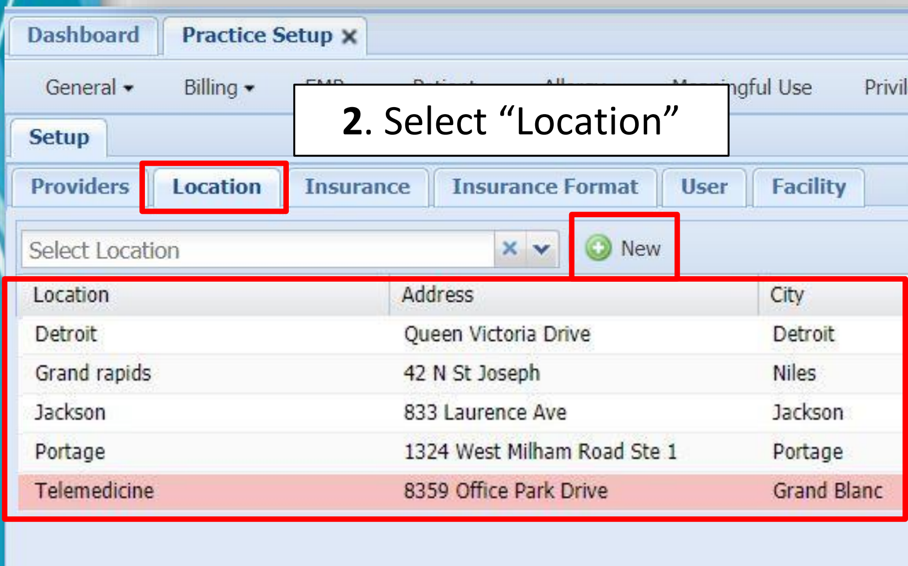
5. Select “Save”

Telemedicine Locations

* Locations have to be setup as a "Telemedicine" location for the ModuleMD schedule to connect to the Telemedicine schedule and to ensure your telemedicine notes will pull into your ModuleMD notes.

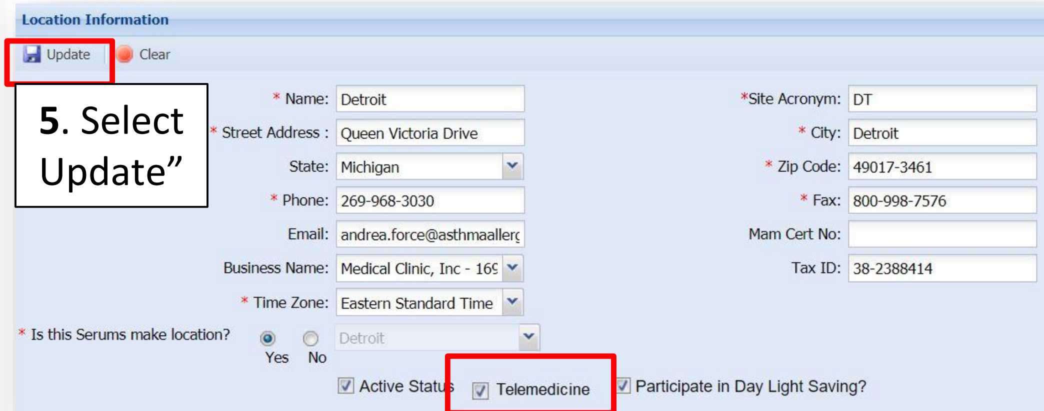


1. Go to "Practice Setup"



2. Select "Location"

3. Select the location you would like to make a Telemedicine location. Otherwise, some practices may prefer to have a separate location for Telemedicine. If your practice wishes to do this, select "New" and fill out the information for the new Telemedicine location.



4. Check the box next to "Telemedicine"

5. Select "Update"

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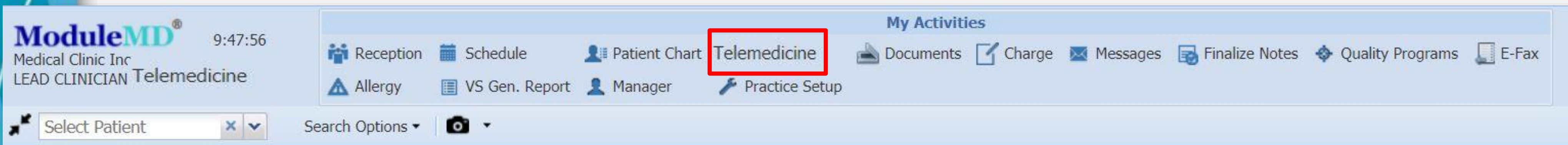
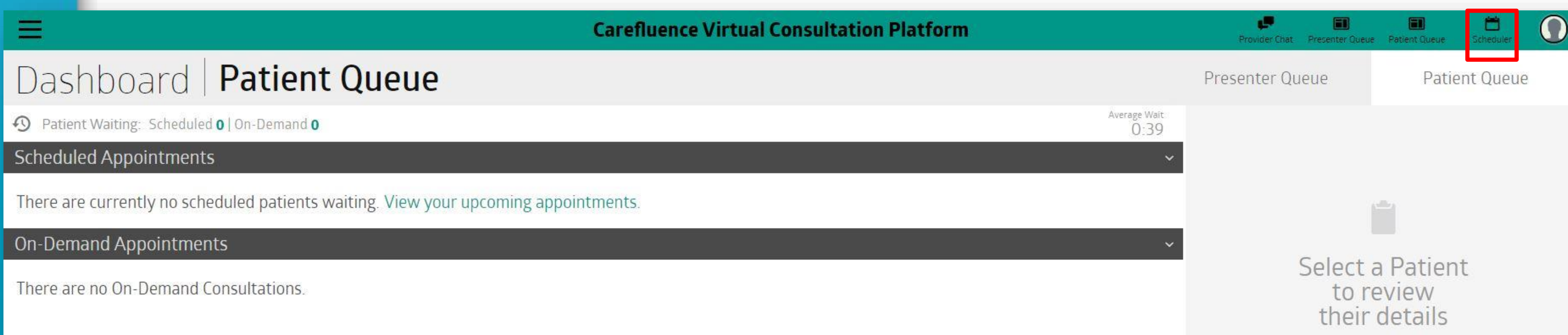
Set Availability for Clinicians

* Before seeing patients with telemedicine, each clinician's availability will need to be setup in the telemedicine platform. (You will need to be logged in as a registered clinician to be able to access schedule)

1. Go to "Telemedicine" from ModuleMD



2. The Telemedicine platform will launch in a new window and bring you to your dashboard. From here select "Scheduler".



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Set Availability for Clinicians
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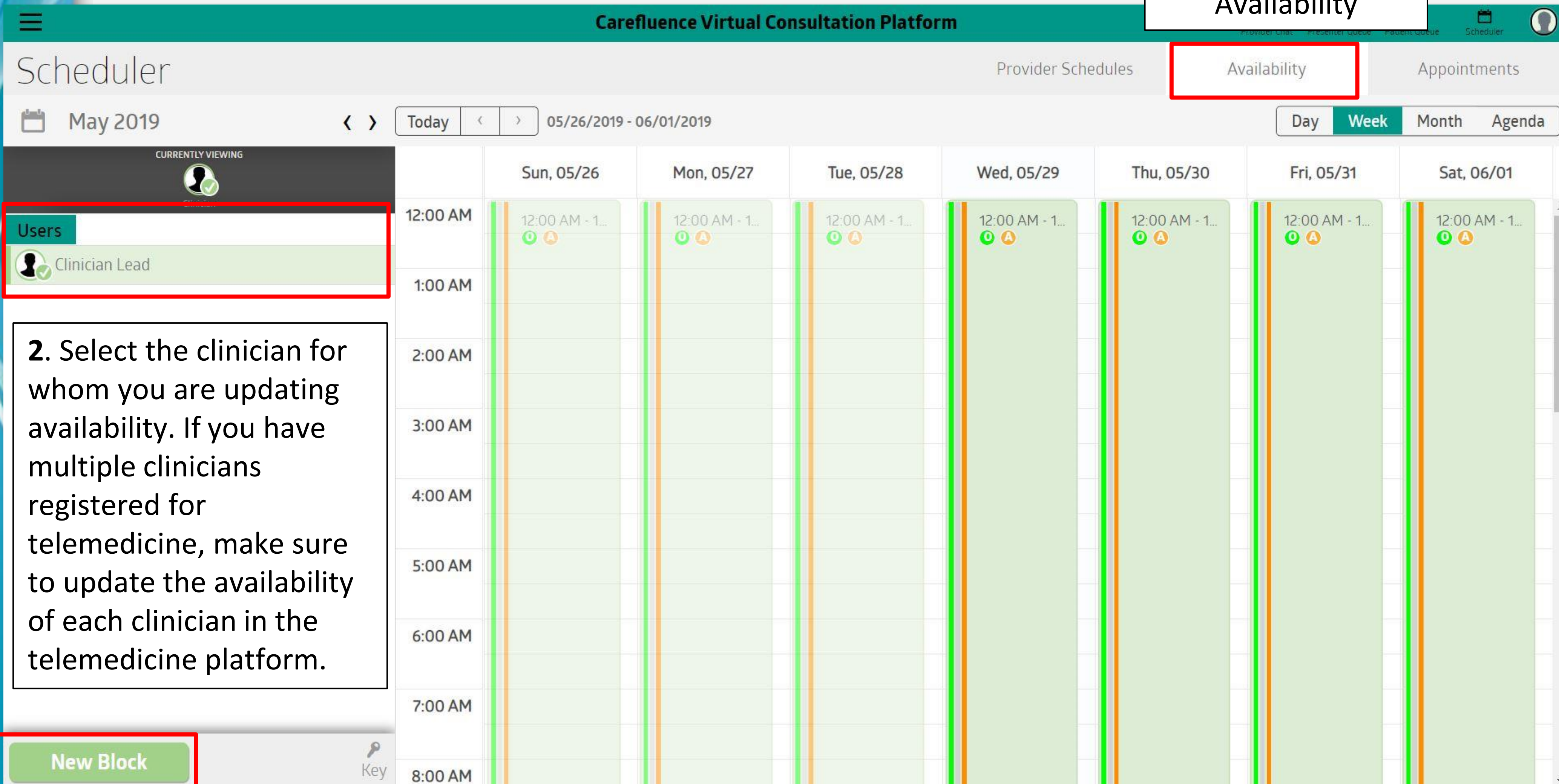
1. Select “Availability”



2. Select the clinician for whom you are updating availability. If you have multiple clinicians registered for telemedicine, make sure to update the availability of each clinician in the telemedicine platform.

3. Select “New Block” to create a block of availability.

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Set Availability for Clinicians
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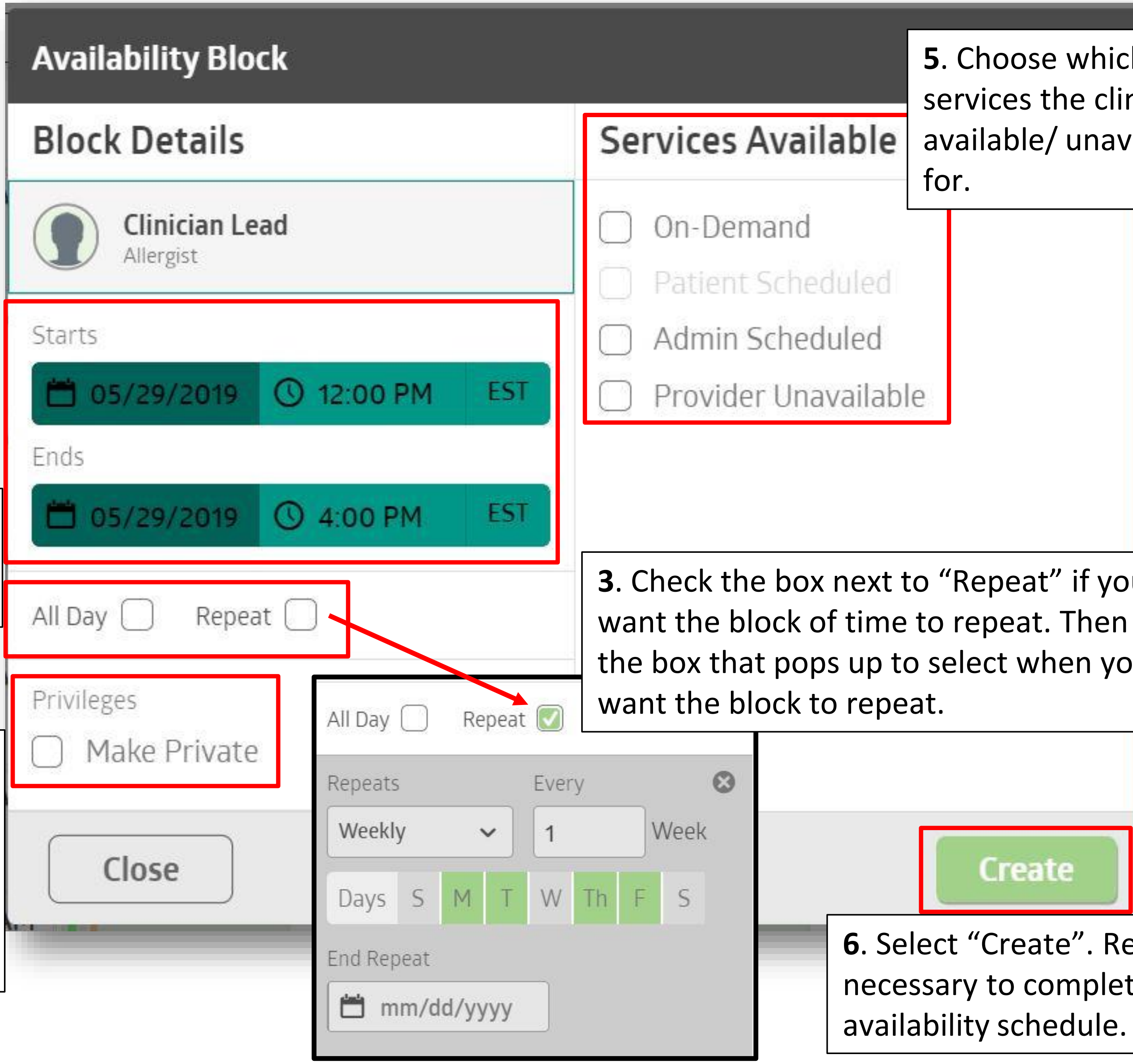

1. Create a block of time by using the calendars and clocks to adjust start and end time.

2. Select “All Day” if provider has availability all day.

3. Check the box next to “Repeat” if you want the block of time to repeat. Then use the box that pops up to select when you want the block to repeat.

4. Check the box next to “Make Private” if you want the availability calendar to be private to other telemedicine users in your practice.

5. Choose which services the clinician is available/ unavailable for.

6. Select “Create”. Repeat as necessary to complete availability schedule.

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Thank You

Questions?

Contact Support 248-434-0444, option 2