



Providing solutions...not just software

Telemedicine User Guide: Registration & One Time Setup

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Purpose

Purpose

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

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.

One Time Setup

Add Menu Privileges

The screenshot shows the ModuleMD software interface for a medical clinic. The top navigation bar includes 'Reception', 'Schedule', 'Patient Chart', 'Telemedicine', 'Documents', and 'Practice Setup'. A 'Select Patient' dropdown and 'Search Options' are also present. The main menu bar has tabs for 'Dashboard', 'Practice Setup', 'General', 'Billing', 'EMR', 'Patient', 'Allergy', 'Meaningful Use', 'Privileges', 'Password Expiration', and 'Register IP'. A 'Setup' tab is selected. Below the tabs is a search bar with the placeholder 'Search' and a dropdown arrow. A red box highlights the 'User' tab in the navigation bar. A red box highlights the search bar. A red box highlights the row for 'Lead, Clinician' in the user list. A callout box labeled '1. Select "Practice Setup"' points to the 'Practice Setup' tab. A callout box labeled '2. Select "User"' points to the 'User' tab. A callout box labeled '3. Search for the name of the user for whom you would like to add telemedicine menu privileges.' points to the search bar. A callout box labeled '4. Check the box next to the name of the user you would like to give telemedicine menu privileges to.' points to the row for 'Lead, Clinician'.

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.

ID	User Name	Status	Location	IP Address
126	Clifford, Daniel	InActive	Little Creek	49017
631	Lead, Clinician	Active		

Add Menu Privileges

(Continued)

Providers Location Insurance Insurance Format User Facility

Update User

Edit - Lead, Clinician **Menu Privileges** Settings Report Privileges

5. Select “Menu Privileges”

Save Reset Copy From Role Copy From User

7. Select “Save”

Clinical Management

Search

- Drafts
- Closed Messages
- Sent Messages
- Info Packages
- E-Fax
- Patient Chart
- DrFirst Reports
- DrFirst Messages
- Care Manager Notes

Revenue Management

Search

- Revenue Management
- Charge
 - ICD
 - CPT
 - Visit Information
 - Claim Information
 - Undistributed Pmts
 - Manage Patient Payments
 - EOB
 - Overpayment/Refunds
 - Misc Receipt

Report Management

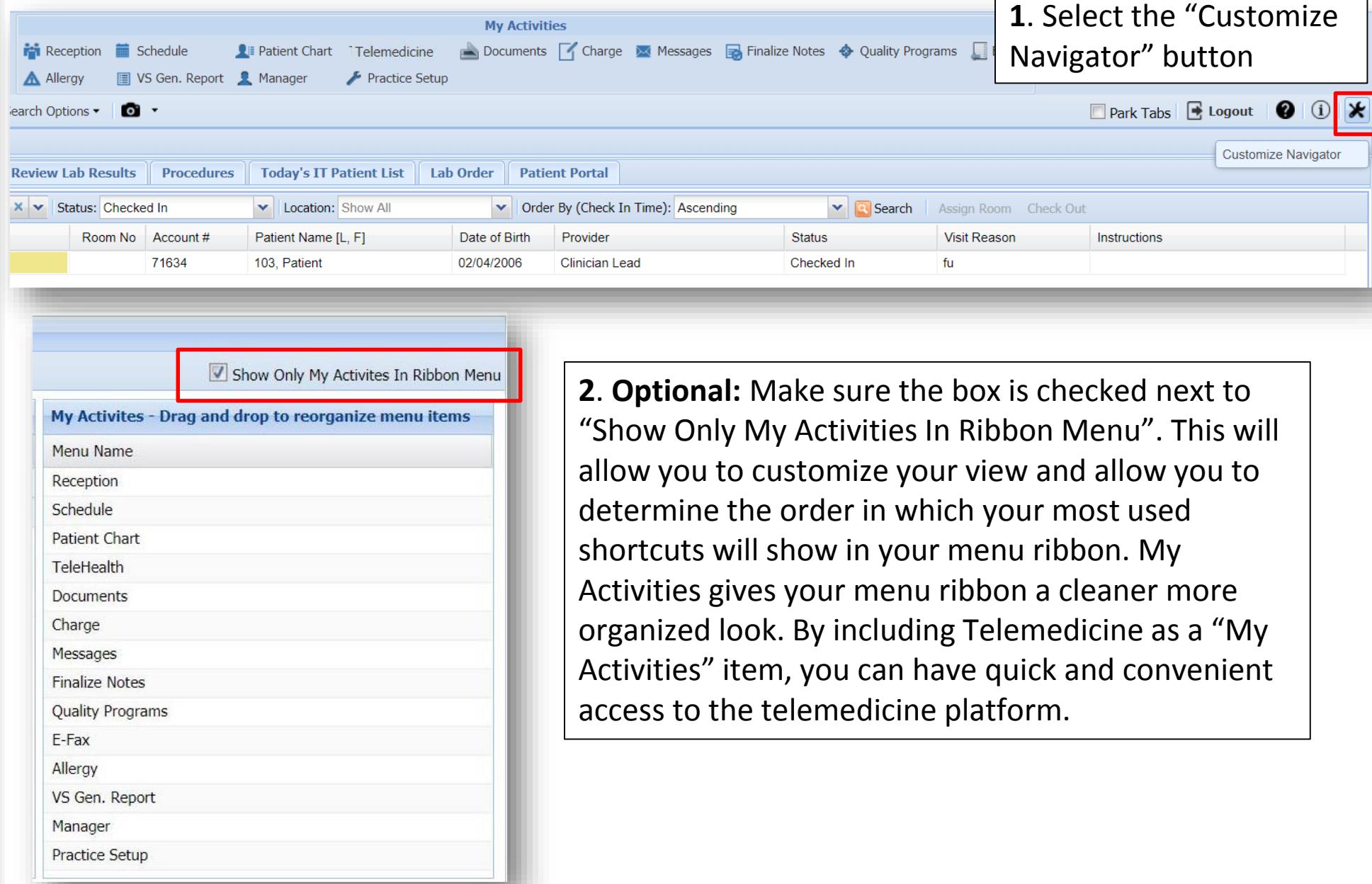
Search

- Report Management
- Schedule Reports
 - Appointments
 - Appointments By Date
 - No Show
 - Overbook
 - Cancelled Appointments
 - Referral Provider Information
 - Patient Return Visit
 - Reminder Summary Report
 - Appointments By Provider

6. Check the boxes next to “Telemedicine” under “Clinical Management”

Telemedicine

Add Telemedicine to “My Activities”



The screenshot shows the ModuleMD software interface. At the top, the ribbon has several tabs: Reception, Schedule, Patient Chart, Telemedicine, Documents, Charge, Messages, Finalize Notes, Quality Programs, Allergy, VS Gen. Report, Manager, and Practice Setup. The 'Telemedicine' tab is highlighted. Below the ribbon is a search bar and a toolbar with icons for Park Tabs, Logout, and other functions. A red box highlights the 'Logout' icon. On the right, a 'Customize Navigator' button is also highlighted with a red box. The main content area shows a table of patient data with columns for Room No, Account #, Patient Name, Date of Birth, Provider, Status, Visit Reason, and Instructions. A red box highlights the 'Show Only My Activities In Ribbon Menu' checkbox in the 'Customize Navigator' dialog box. The dialog box also lists various menu items: Reception, Schedule, Patient Chart, TeleHealth, Documents, Charge, Messages, Finalize Notes, Quality Programs, E-Fax, Allergy, VS Gen. Report, Manager, and Practice Setup. The 'TeleHealth' item is listed under the 'My Activities - Drag and drop to reorganize menu items' section.

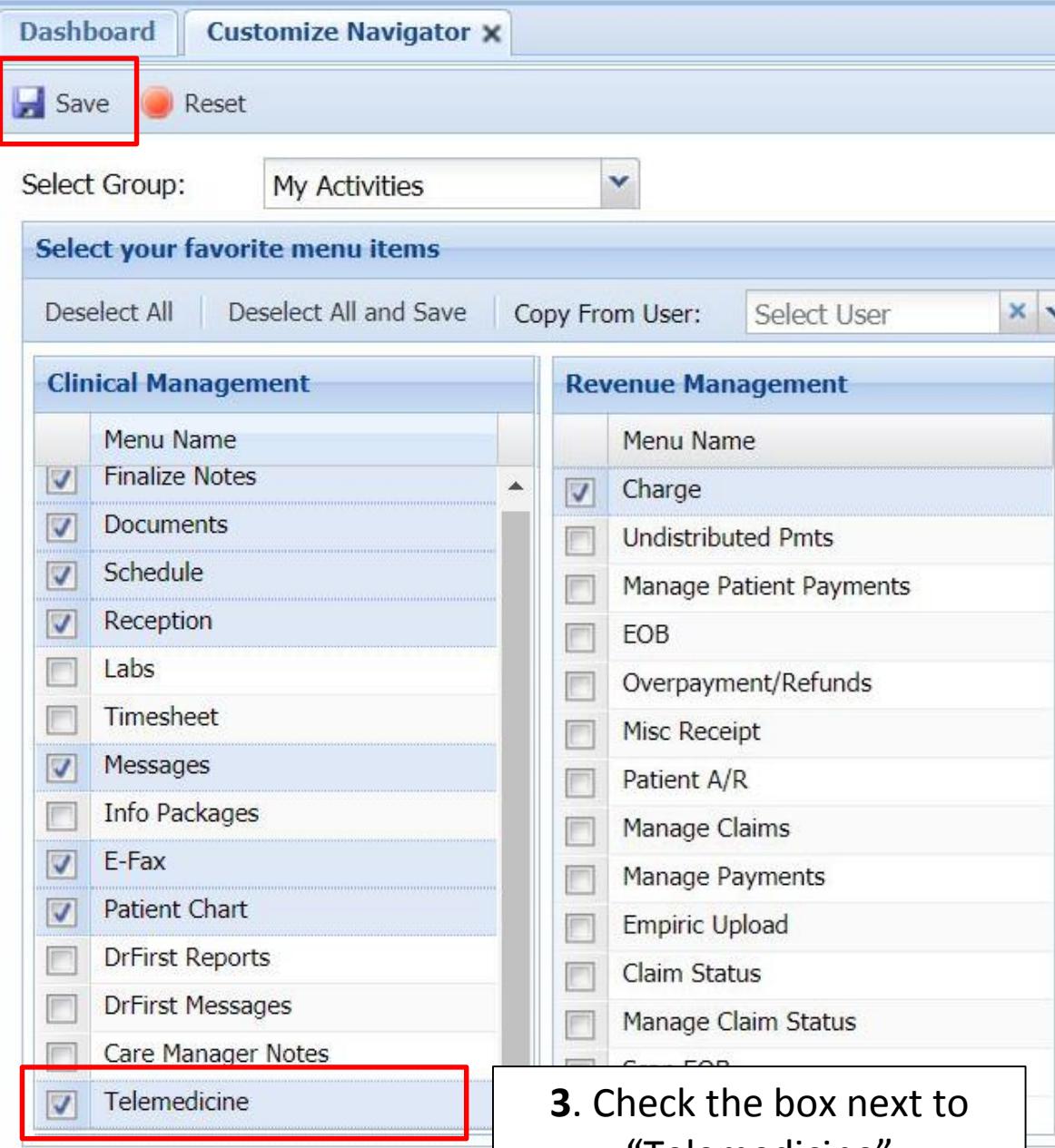
1. Select the “Customize Navigator” button

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.

Add Telemedicine to “My Activities”

(continued)

4. Select “Save”

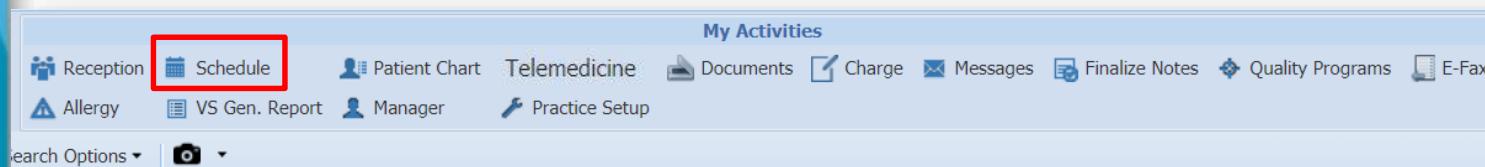


3. Check the box next to “Telemedicine”

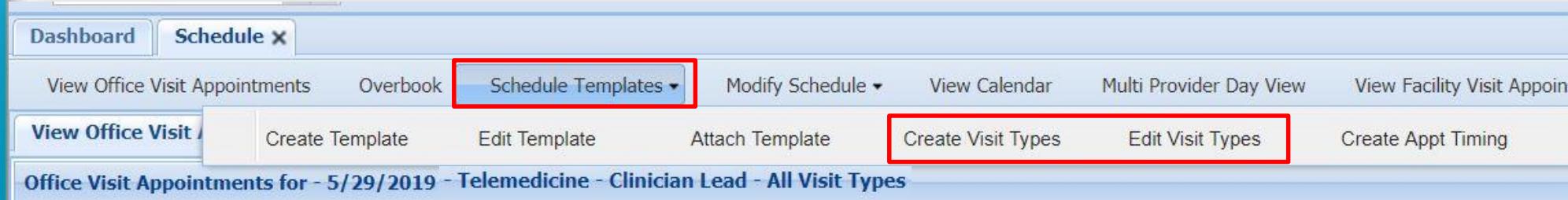
Telemedicine Visit Types

* 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.



Telemedicine Visit Types

(Continued)

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

New Visit Types

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”

Visit Type Name: * Visit Type Abbreviation: NP, EMR, etc. * Color: Active: Default: Facility Visit: Telemedicine: Sort Order:

Submit

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.

The screenshot shows the ModuleMD EMR Service Type Configuration - Practice screen. The top navigation bar includes 'My Activities' with links for Telemedicine, Documents, Charge, Messages, Finalize Notes, Quality Programs, and E-Fax. The main menu has 'Practice Setup' selected. The sub-menu for 'EMR' is open, showing 'EMR Service' selected. The 'EMR Service Type' tab is active. A 'Save' button is highlighted with a red box. A 'Categories' section is visible at the bottom.

1. Go to “Practice Setup”

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

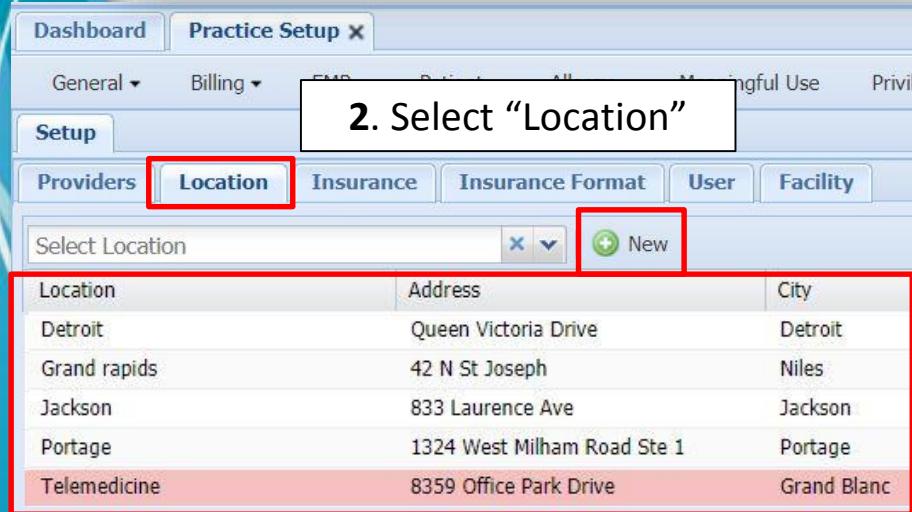
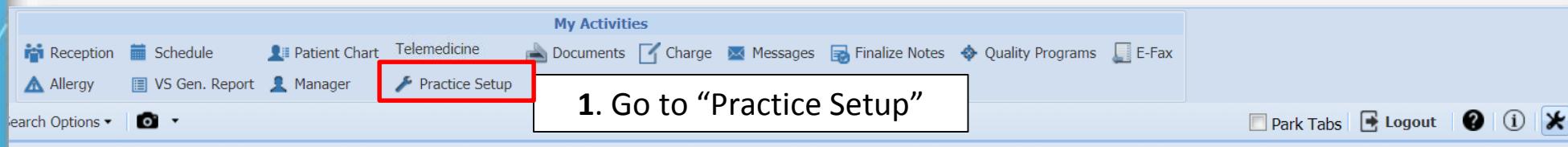
3. Choose the service type(s) you want to use for Telemedicine visits or add a new one by selecting “New”.

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.



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.

5. Select Update

The screenshot shows the 'Location Information' form. The 'Update' button is highlighted with a red box. The form fields include:

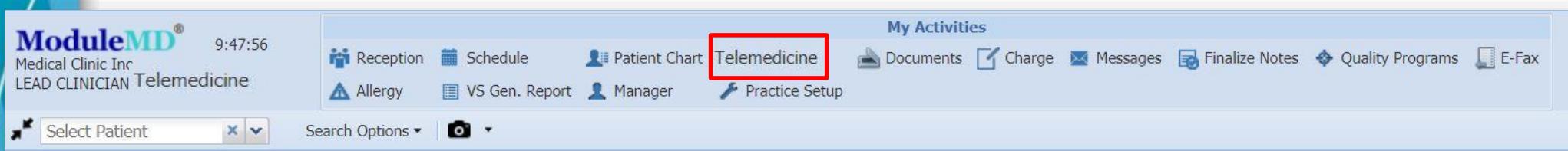
- * Name: Detroit
- * Street Address: Queen Victoria Drive
- State: Michigan
- * Phone: 269-968-3030
- Email: andrea.force@asthmaaller
- * Business Name: Medical Clinic, Inc - 166
- * Time Zone: Eastern Standard Time
- * Is this Serums make location? (Yes/No) Detroit
- Active Status Telemedicine Participate in Day Light Saving?

4. Check the box next to “Telemedicine”

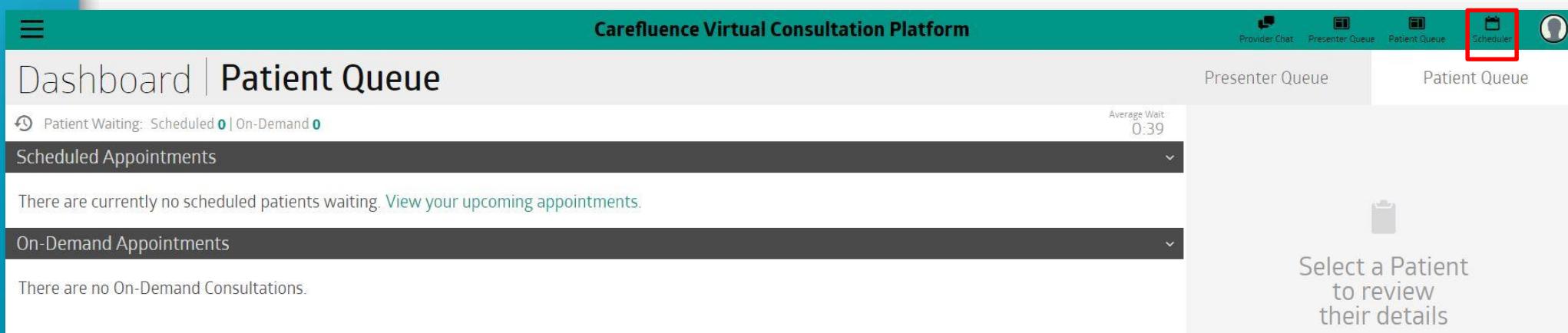
Set Availability for Clinicians

* 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”.



Set Availability for Clinicians

(continued)

**1. Select
“Availability”**

Scheduler

May 2019 Today 05/26/2019 - 06/01/2019

Provider Schedules Availability Appointments

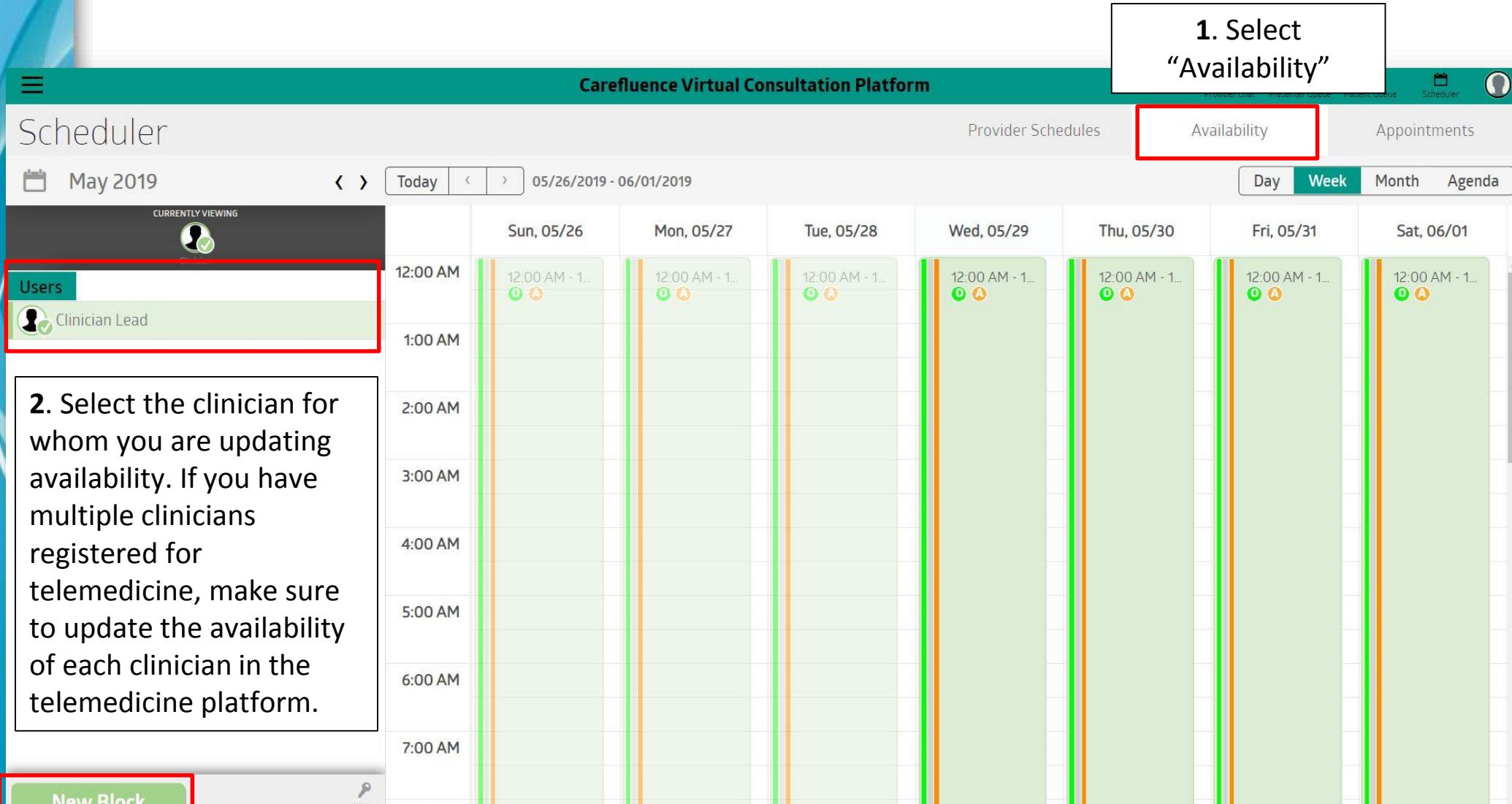
Day Week Month Agenda

CURRENTLY VIEWING

Users Clinician Lead

12:00 AM - 1:00 AM 2:00 AM 3:00 AM 4:00 AM 5:00 AM 6:00 AM 7:00 AM 8:00 AM

12:00 AM - 1:00 AM 12:00 AM - 1:00 AM 12:00 AM - 1:00 AM 12:00 AM - 1:00 AM 12:00 AM - 1:00 AM 12:00 AM - 1:00 AM 12:00 AM - 1:00 AM 12:00 AM - 1:00 AM



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.

New Block

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

Set Availability for Clinicians

(continued)

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

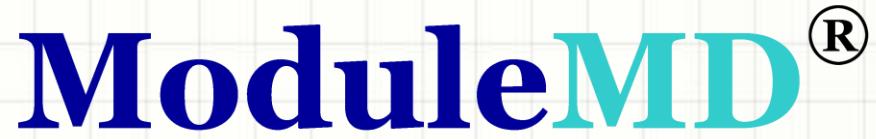
2. Select “All Day” if provider has availability all day.

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