NICU Telemedicine Workflow Reference Sheet
Last Updated -1.17.24

1. **Telemedicine consult page received**
   a. Call back Access Center
      - Verify you have received telemedicine consult
      - "OFFICIALLY" request Medflight if enough information is known
   b. Locate telemedicine station
      - NICU team room north side
      - NICU telemedicine room south side
      - Neonatology attending call room
      - Neonatology attending office
      (use headsets for sound optimization)

2. **Begin Telemedicine Consult**
   a. Select this icon and log-in, username is same as EPIC

   b. Conduct telemedicine consult
   c. Confirm transport arrangements with Access Center, if not "OFFICIALLY" done

3. **Documentation Required for all Telemedicine Consults**
   a. Locate Access Center intake list to find patient
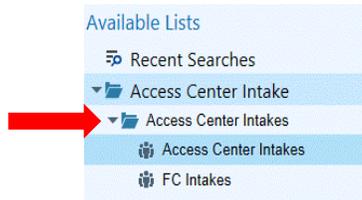
   b. Pend note before Access Center encounter is closed
      - If encounter is closed prior to consult note initiation, ok to document in AFCH admission encounter (for AFCH admissions) or call Access Center and ask to re-open intake encounter (for non-AFCH admissions)
   c. Use dotphrase .NICUtelehealthconsult
   d. Consult note to be "routed" to referring site within 24hrs
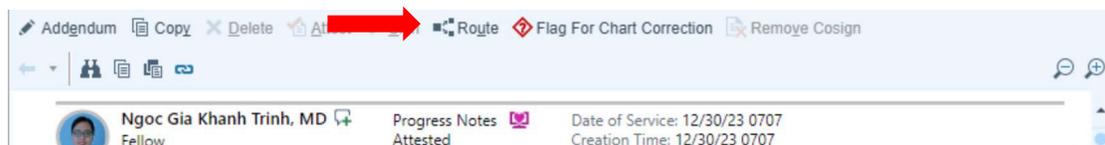
Platteville Southwest Health – 608-342-5011	*Reedsburg -
*Sauk Prairie Healthcare -	*Watertown Regional -
*Fort Memorial -	*Marshfield Beaver Dam-

*NIH Study Sites