**Procedure for in-clinic Telemedicine appointments**

1. Provider is to create and send a Zoom invite/link via email to designated front staff member.
2. Front staff will preferably use the same provider’s office to set up.
   1. Log-in to the computer.
   2. Open the email and click the Zoom link to launch the meeting.
   3. Adjust camera and sound to “test”.
   4. Arrange seating for maximum visibility.
3. Provider is to preemptively screen their schedules for the need for vitals and then notify the MA if some absolutely need vitals for the appointment (e.g.: alpha agonists).
4. Front staff/MA is to notify patient upon check-in that the provider is available via tele and escort them to the office where the provider is online.
5. Provider is to complete the visit as usual and give clear return instructions to the patient.
   1. For cases needing attending staffing, see staffing document.
6. Provider may contact front staff via Skype for Business if the office needs cleaning (e.g.: patient is visibly coughing etc.).