**Telemedicine Staffing Model**

**If patient and trainee in-clinic, attending off-site**

1. Clinic manager is to keep the Attending office unlocked.
2. Trainee is to Zoom message the Attending to check availability to staff.
3. Once confirmed, Trainee is to go to Attending’s office and call the Attending on Zoom to staff the patient.
4. Once plan is formulated the Trainee is to take their device with the attending online to see the patient briefly.
5. Attending is to bill as tele.

**If patient and attending in-clinic, trainee off-site**

1. Trainee is to contact the Attending on Zoom or phone as convenient.
2. Discuss the patient.
3. Attending is to physically see the patient in-clinic.
4. Bill as regular appointment.

**If patient is in clinic, trainee and attending off-site**

1. Trainee is to see patient via Zoom. Follow provider off site procedure.
2. Trainee is to Zoom message the attending to check availability.
3. Trainee and the Attending are to either staff on phone or place patient in “Zoom waiting room” during staffing (see Zoom waiting room tip sheet).
4. Trainee is to send a meeting link to the Attending using the tools at the bottom of Zoom screen (see tip sheet/Document 2).
5. Attending is to join the meeting and see the patient via 3-way Zoom conference.
6. Bill as tele.

**If patient is off-site, trainee and attending in-clinic**

1. Trainee is to see the patient on tele.
2. Staff the patient with the Attending as usual.
3. Attending is to go to Trainees office and see patient on tele.
4. Bill as tele.

**If patient and trainee are off-site, attending in-clinic**

1. Trainee is to see the patient via MyChart (preferable), or Zoom (as back up).
2. Trainee is to Zoom message the Attending to check availability.
3. Trainee and the Attending are either staff on the phone or place patient in “Zoom waiting room” during staffing (see zoom waiting Zoom tip sheet.)
4. Trainee is to send a meeting link to the Attending using the tools at the bottom of Zoom screen (see tip sheet/ Document 2).
5. Attending is to join the meeting and see the patient via 3 way Zoom conference.
6. Bill as tele.

**If all parties are off site**

1. Trainee is to see the patient via m MyChart (preferable), or Zoom (as back up).
2. Trainee is to Zoom message The Attending to check availability.
3. Trainee and the Attending are to either staff on phone or place the patient in “Zoom waiting room” during staffing (see Zoom waiting room tip sheet.)
4. Trainee is to send a meeting link to the Attending using the tools at the bottom of Zoom screen (see tip sheet/ Document 2).
5. Attending is to join the meeting and see the patient via 3-way Zoom conference.
6. Bill as tele.