



# Cisco HealthPresence Attendant Checklists



Cisco HealthPresence V2.1

For AMD Telemedicine Medical Devices  
OL-26966-01

## IMPORTANT SAFETY INFORMATION

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Cisco HealthPresence is intended to allow health care providers or specialists to evaluate patients remotely.

Cisco HealthPresence is not intended for use in emergency situations. In the event of an emergency, use a phone that allows outside calls to dial your local emergency response system.

Cisco HealthPresence is not for use in situations involving real-time patient monitoring or alarming.

Refer to [http://www.cisco.com/en/US/products/ps11966/products\\_user\\_guide\\_list.html](http://www.cisco.com/en/US/products/ps11966/products_user_guide_list.html) for Cisco HealthPresence User Guide and Cisco HealthPresence Specifications, Warnings and Precautions.

# CISCO HEALTHPRESENCE WITH AMD MEDICAL DEVICES<sup>1</sup>

## ATTENDANT CHECKLIST

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### START OF DAY

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Note: Your PC may be locked to prevent unauthorized access. In this case, you will need to click **chpuser** and type in the Cisco HealthPresence user password before you can access the Cisco HealthPresence system.

1. Log in to Cisco HealthPresence.
2. Click **Start Appointment**.
3. Test Welch Allyn Vital Signs Monitor (VSM).
  - a. Turn on VSM – check for green status light.
  - b. Test attached devices using yourself as a patient: oximeter, pulse, blood pressure and temperature.
  - c. Remove oximeter and thermometer and wait for Welch Allyn screen to stop blinking.
  - d. Click **Get** and verify that vitals appear on Cisco HealthPresence screen.
4. Test Otoscope.
  - a. Connect the scope body to ENT scope or Dermoscope.
  - b. Turn on AMD 400/500; focus the ENT scope in your fist.
  - c. Set white balance – ½” for 5 seconds.
  - d. Select **Scope** on the drop-down menu and click **Start**.
  - e. Verify that the video image appears on the Cisco HealthPresence screen.
  - f. Click **Stop**.
5. Test Exam Camera.
  - a. Turn exam camera on. Turn light on.
  - b. Set white balance – 5” for 5 sec.
  - c. Select **Exam Camera** on the pulldown menu and click **Start**.
  - d. Verify that camera image appears on Cisco HealthPresence screen.
  - e. Click **Stop**.
6. Test Stethoscope.
  - a. Put headphones on.
  - b. Put stethoscope on chest.
  - c. Click **Start** in the Stethoscope partition.
  - d. Verify that you can hear your heartbeat.
  - e. Click **Stop**.
7. Click **End**. This returns you to the Cisco HealthPresence Home Screen.

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<sup>1</sup> The AMD medical devices (or Interoperable Medical Devices) are available only from the manufacturer of such devices or its authorized resellers and distributors. Cisco is not a reseller or distributor of such devices. The AMD medical devices are not available in all countries. To find out if the AMD medical devices are available in your country, contact the manufacturer or the seller of the AMD medical device.

## CISCO HEALTHPRESENCE WITH AMD MEDICAL DEVICES ATTENDANT CHECKLIST

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Note: Your PC may be locked to prevent unauthorized access. In this case, you will need to click **chpuser** and type in the Cisco HealthPresence user password before you can access a browser.

1. Log in to Cisco HealthPresence (CHP).
2. Fill in (or **Retrieve**) the Patient's Personal Data.
3. Fill in patient's **Reason for Visit**, **Allergies** and **Medications**.
4. If the **Consult** option is present on the screen, check either the **enabled** or **disabled** radio button.
5. If the **B2B** option is present on the screen and you need a Provider from another business:
  - a. Check the **B2B** box.
  - b. Choose a B2B Group and Provider from the pop-up windows.
  - c. Proceed to Step 7.
6. Click **Select Provider** or **Select Provider Group** and choose a Provider or Provider Group from the pop-up window.
7. Click **Start Appointment**. Fill in the patient's **Weight** and **Height**.
8. Turn on the vitals monitor and take blood pressure, temperature, and pulse.
9. Remove oximeter and thermometer. Wait for Welch Allyn display to stop blinking.
10. Click **Get**. Verify that the correct vitals data now appears on the Cisco HealthPresence window.
11. Click **Ready**. Click **Join** (if this option is visible).
12. Use any medical devices requested by the doctor. For video, choose the device (Exam camera or scope) in the drop-down menu and click **Start**. Print image if requested. For the stethoscope, click **Start** in the stethoscope box. Click **Stop** when you are done with a device.
13. When the Provider is no longer needed, click **Leave** to end the TelePresence conference only or **Not Ready** to end the videoconference and hide the appointment from Provider(s).
14. Transcribe vitals into the Patient records, print appointment data, or click **Save to EMR** (if applicable).
15. Click **End** to end this appointment, clear the vitals, and return to the Cisco HealthPresence home screen.
16. If leaving the Cisco HealthPresence station for any period of time, click **Logout**.

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### CLOSE OF DAY

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1. Turn off the exam camera light and power.
2. Turn off the AMD 400/500.
3. Turn off Vital Signs Monitor to clear memory.
4. Log out of Cisco HealthPresence. Do not close the browser.
5. Leave the Cisco HealthPresence Appliance and the power strip powered on.

## ATTENDANT APPOINTMENT CHECKLIST - ONEPLACE<sup>2</sup>

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Note: Your PC may be locked to prevent unauthorized access. In this case, you will need to click **chpuser** and type in the Cisco HealthPresence user password before you can access a browser.

1. Log in to Cisco HealthPresence.
2. Enter the patient ID and click **Retrieve**. Verify patient Identity.
3. Fill in **Reason for visit**.
4. Click **Select Provider Group** and choose a Provider Group from the pop-up window.
5. Click **Start Appointment**.
6. Turn on the vitals monitor and take blood pressure, temperature, and pulse.
7. Remove oximeter and thermometer. Wait for Welch Allyn display to stop blinking.
8. Click **Get**. Click **Share**.
9. Click the **OnePlace** tab. Complete the Intake Form.
10. Click **Ready**. Click **Join** (if this option is visible).
11. Use any medical devices requested by the doctor. For video, choose the device (Exam camera or scope) in the drop-down menu and click **Start**. Print image if requested. For the stethoscope, click **Start** in the stethoscope box. Click **Stop** when you are done with a device.
12. Click **Leave** to end the TelePresence conference. Wait for Provider to complete post-appointment work. Click **Not Ready** and fill out the Satisfaction Survey.
13. Click **End** to end this appointment, clear the vitals, and return to the Cisco HealthPresence home screen.
14. If leaving the Cisco HealthPresence station for any period of time, click **Logout**.

### CLOSE OF DAY

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1. Turn off the exam camera light and power.
2. Turn off the AMD 400/500.
3. Turn off Vital Signs Monitor to clear memory.
4. Log out of Cisco HealthPresence. Do not close the browser.
5. Leave the Cisco HealthPresence Appliance and the power strip powered on.

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<sup>2</sup> OnePlace may not be available for sale in all countries. OnePlace is sold separately from Cisco HealthPresence and is available only from the manufacturer or its authorized resellers and distributors. Cisco makes no representations or warranties regarding the features, functionality or intended use of the OnePlace application.

## ATTENDANT APPOINTMENT CHECKLIST - RADSPA<sup>3</sup>

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Note: Your PC may be locked to prevent unauthorized access. In this case, you will need to click **chpuser** and type in the Cisco HealthPresence user password before you can access a browser.

1. Log in to Cisco HealthPresence.
2. Fill in (or **Retrieve**) the Patient's Personal Data.
3. Fill in **Reason for visit, Allergies and Medications** on the Cisco HealthPresence window.
4. Click **Select Provider** or **Select Provider Group** and choose a Provider or Provider Group from the pop-up window.
5. Click **Start Appointment**. Gather Vitals. Click **Get**.
6. Click **Radiology** tab. Fill in all mandatory fields (indicated by an \*).
7. Choose the **Modality** and **Procedure** from the drop down menus.
8. Click **Create Order**. To upload images, click **Upload Images**.
9. Click **Select Images** and choose the images you want to upload from the CD.
10. Click **OK**. When you see the pop up window with words ***Files copied to temp folder. Safe to remove CD.*** Click **OK**. Remove CD.
11. Click **Ready**. Click **Join** (if this option is visible).
12. Use any medical devices requested by the doctor. For video, choose device (Exam camera or scope) in the drop-down menu and click **Start**. Print image if requested. For the stethoscope, click **Start** in the stethoscope box. Click **Stop** when you are done with a device.
13. When the appointment is over, click **Leave** to end the TelePresence conference only or **Not Ready** to end the videoconference and hide the appointment from Provider(s).
14. Transcribe vitals into the Patient records, print appointment data, or click **Save to EMR** (if applicable).
15. Click **End** to end this appointment, clear the vitals, and return to the Cisco HealthPresence home screen.
16. If leaving the Cisco HealthPresence station for any period of time, click **Logout**.

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### CLOSE OF DAY

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1. Turn off the exam camera light and power.
2. Turn off the AMD 400/500.
3. Turn off Vital Signs Monitor to clear memory.
4. Log out of Cisco HealthPresence. Do not close the browser.
5. Leave the Cisco HealthPresence Appliance and the power strip powered on.

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<sup>3</sup> RADSpa may not be available for sale in all countries. RADSpa is sold separately from Cisco HealthPresence and is available only from the manufacturer or its authorized resellers and distributors. Cisco makes no representations or warranties regarding the features, functionality or intended use of the RADSpa application.

## FOR MORE INFORMATION

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For more information, refer to the *Cisco HealthPresence User Guide* and *Cisco HealthPresence Specifications, Warnings and Precautions* or the instructions for use that were supplied with the medical devices.