

Background: It is easy to add comments, images and documents to your tConsult telemedicine case. Documents that you have captured from a digital camera or scanner can be saved to a designated folder on your desktop and then added to a telemedicine case. Predesigned forms and various document formats can also be quickly and easily added to a telemedicine case. This guide shows you how to add information to your telemedicine case and how to send or save your telemedicine case.

Adding additional information to your case:

Adding a comment – To add a comment to a case click on “Add Comment”.

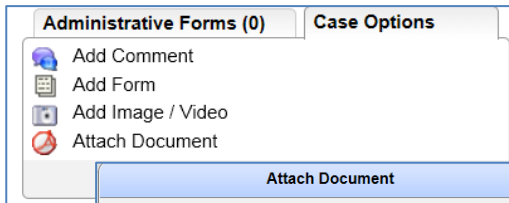
Helpful tip – Spellcheck your comments in a word document first, then copy, and paste them into the comments section.

When finished typing your comment click the “Save”.

Adding a form – To add a predesigned form to a case click on “Add Form”, select the desired forms folder and then the desired form. Complete the form and select “Save” to add it to the case.

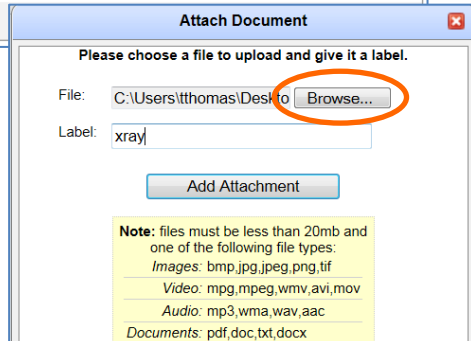
Adding additional information to your Case:

1



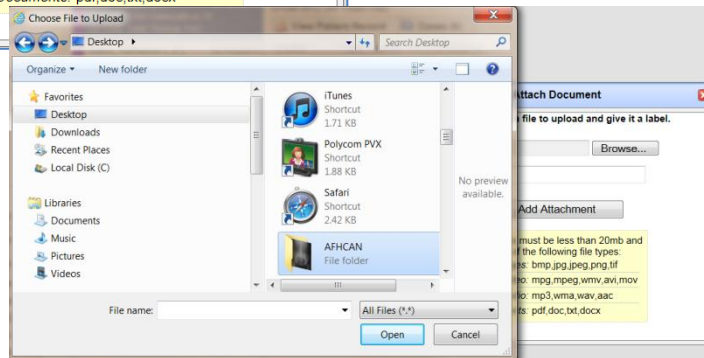
Select "Add Image/Video" or "Attach Document" from the "Case Options" menu.

2



Browse to the appropriate folder on your computer.

3



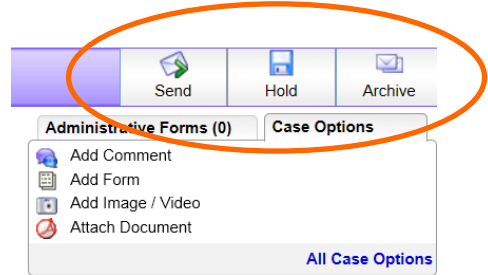
Open the appropriate folder and select the desired file. Select the "Add Attachment" button to add the selected file to the case. Repeat as needed to add additional documents or images.

Saving or Sending your Case:

Saving or Sending a Case – When you are finished with your case you can:

- Send it – to another provider or specialist
- Place it on hold – to add to in the near future
- Archive it – to save or document your findings

When you select the "Send" icon you will be asked to select the recipient you would like the case to go to. You can choose a provider or a group on your server or other servers with which you have a telemedicine relationship (server trust).



Once you have chosen the recipient(s), select "Send Case" to send your telemedicine case.

