



VTC PROCESS PROVIDER SIDE: SCHEDULING A VTC TO A CLINIC

1. Schedule the VTC per the standard outpatient village VTC process and discuss any labs/orders that need to be completed prior, with both the patient and the local clinic that will be presenting patient
2. Use the correct appointment type < XXX VTC Provider >

The screenshot shows a web-based appointment scheduling form. At the top, there are two tabs: 'Books' and 'Appointment', with 'Appointment' being the active tab. Below the tabs, there are three input fields, each with a red asterisk indicating a required field. The first field is labeled 'Person name:' and contains the text 'ZZDONOTUSE, SCHEDISTRATION'. The second field is labeled 'Appointment location:' and contains the text 'Oncology'. The third field is labeled 'Appointment type:' and contains the text 'XXX VTC Provider'. This third field is highlighted with a red rectangular border. To the right of these fields is a vertical scroll bar and three buttons: 'Move', 'Next', and 'Clear'.

3. Enter orders as future orders per your standard clinical outpatient process
4. Send coordination information per standard outpatient scheduling process



VTC PROCESS PROVIDER SIDE: CONNECTING TO A CLINIC

1. Provider staff calls clinic to check in remote patient for appointment, confirm connection plan.
2. Check in the appointment
3. Join room:
 - A. Scroll to Virtual Patient Room tab within patient's chart, click to open
 - B. Click "Start Virtual Visit" - this will launch Zoom from the web. You will automatically be made a host.
 - C. Once in the call admit other participants as needed from the waiting room.

The screenshot shows the Cerner EHR interface for a patient named ZZDONOTUSE, SCHEDISTRATION. The patient's chart is open, and the 'Virtual Patient Room' tab is selected in the left-hand menu, indicated by a red box and the letter 'A'. The main content area displays the 'VIRTUAL PATIENT ROOM' interface with the VPR Code: SCKWOU. Instructions for joining are provided, and a 'Start Virtual Visit' button is highlighted with a red box and the letter 'B'. A 'Participants (1)' window is open, showing a 'Waiting Room (1)' with a patient 'Patient X' and an 'Admit' button highlighted with a red box and the letter 'C'. The 'In the Meeting (1)' section shows the provider 'Diabetes Physician On... (Host, me)'.

4. Conduct intake and alert provider
 5. If provider is joining from their own device – follow step 3
- *Note: If provider joins the call from a guest link, staff initiating the call from within Cerner are advised to make the provider the call host before exiting.*

Cerner Support: Provider Hotline
Audiovisual Support: Call Local AV or IT