**Purpose**

To ensure that patient information is communicated between providers in
conjunction with effective patient care coordination, and in a manner that respects the patient’s privacy.

**Policy**

This practice shares pertinent and relevant patient information prior to and after all telemedicine visits with the appropriate providers at distant sites.

**Procedure**

Prior to the patient’s visit, staff verify the distant-site provider is licensed in Texas. Once verified, staff share relevant patient information with the provider via fax or secure electronic messaging. Staff share the following information.

* For new patients:
* Completed telemedicine referral, including the patient’s name, contact and demographic information, date of birth, insurance, preferred pharmacy, ordering physician’s name and signature, and any other pertinent clinical information *(See: Forms: Telemedicine Referral)*
* Copy of patient’s insurance card
* Signed and dated Telemedicine Informed Consent form *(See: Clinical – Ch. 19: Patient Consent – Telemedicine) (See: Forms: Telemedicine Informed Consent)*
* Relevant documented encounter notes
* For returning patients:
* Updated demographic or insurance information
* Changes in clinical status
* Laboratory, radiological, and/or any other diagnostic test results
* Specialist documentation, including diagnosis, medication(s) prescribed, and changes to medications prescribed
* Any in-patient admission and discharge notes and dates