

Telestroke Mock Checklist -- Referring Site				
#	Activity	Expected Response	Lead	Completed
1	ER staff notified of test stroke patient	ER staff knows when patient will arrive	ER staff	
2	Clinicians locate Acute Stroke Assessment form to identify likely candidates for t-PA.	Telestroke inclusion/exclusion checklist available	ER staff	
3	Clinicians screen patients using Assessment form and determine patient may be a candidate for t-PA	Patient screened	ER staff	
4	ER staff pulls the Telestroke package and Emergency Department Acute Stroke Care Orders are ordered	Telestroke package available	ER staff	
5	Patient sent for a CT scan ('Telestroke' noted on requisition)	CT scan performed	CT technician	
6	CT tech completes study and pushes image to ENITS		CT technician	
7	ER staff locate CritiCall telephone number	CritiCall telephone number available	ER staff	
8	ER staff call CritiCall and notify them of a Mock Telestroke consult	CritiCall receives telephone call	ER staff & CritiCall	
9	CritiCall refers to the Telestroke on-call schedule and pages Telestroke Neurologist on-call (Dr. Neurologist on call for mock)	CritiCall has correct name and contact information of on-call physician, on-call neurologist receives call/page	CritiCall	
10	Neurologist responds to page by calling CritiCall and is connected via telephone to a physician at the referring site	Referring site speaks on the telephone to on-call neurologist	Neurologist on call & CritiCall	
11	Neurologist accesses the room with ENITS workstation	Neurologist physically located at PC to view images	Neurologist on call	
12	Neurologist powers up ENITS workstation and logs in		Neurologist on call	
13	Neurologist accesses and reviews CT image of referring site patient on his/her workstation	Image accessed, data fields correct	Neurologist on call	
14	ER staff locate the Telemedicine Clinical Cart	Videoconferencing unit moved from secure, locked location	ER staff	
15	ER staff prepare the Telemedicine Clinical Cart for possible videoconferencing (location, lighting, etc.)	Videoconferencing unit in place for videoconference	ER staff	
16	ER staff plug the Telemedicine Clinical Cart into both the power source and the network port	Machine works and welcome screen appears	ER staff	

17	Neurologist establishes videoconference connection with referring site Telemedicine Clinical Cart	Video conference connection established	Neurologist on call & ER staff	
18	Neurologist confirms the video image is clearly displayed	Neurologist can see referring site - image clearly displayed with no packet loss	Neurologist on call	
19	Neurologist asks whether his/her voice is audible to the referring site	Referring site can see and hear neurologist	Neurologist on call	
20	Neurologist successfully controls the camera at the referring site (far end) and can zoom in and out, tilt up and down and pan from side to side	Neurologist can control the camera at the referring site	Neurologist on call	
21	Referring site physician confirms the video image is clearly displayed	Referring site can see neurologist - image clearly displayed with no packet loss	Neurologist on call	
22	Referring site physician asks whether his/her voice is audible to the neurologist	Neurologist can hear referring site	Referring site physician	
TEST PROBLEM RESOLUTION				
23	ER staff identify a test problem and are able to locate the contact information for the OTN Service Desk	OTN Service Desk telephone number available	ER staff	
AFTER THE CONSULT				
24	Referring Physician completes and faxes Billing Information Form to Neurologist.	Billing Info form available and faxed to neurologist	Referring site physician	