

## WHAT IS TELEDERM?

OTN's Telederm Service allows physicians and nurses to securely send dermatological referrals, including images of the patient's skin condition and relevant patient history to an Ontario based dermatologist. The consultant then reviews the referral through the Telederm application returning a suggested diagnosis and treatment plan to the referring site. The complete record of the patient's referral remains available to both the referring site and the dermatologist to review at any time.

## LIGHTING CONSIDERATION:

Good lighting is critical to ensure that your photos are not dark or blurry. Please consider the following:

- Supplementary light can be used such as floor lights and lamps.
- Use two light sources positioned at 45 degrees pointed towards the subject.
- If the light is still insufficient, use the flash feature on the camera.
- Ensure that the blinds are closed



## SETTING UP THE ROOM:

It is recommended that the wall color of your Store Forward room be either white or off-white. Please consider the following:

- Skin tones in a white room (correct skin tones) vs. a blue room (incorrect skin tones).
- If you don't have a white room, suspend a white sheet on the wall.
- Have the patient stand with their back to the wall and shoot perpendicular to the ankle.
- If the patient is sitting, drape a white sheet behind the ankle for the background and shoot perpendicular to the ankle.
- You should have areas with adequate lighting for 3 potential patient positions: standing, sitting and lying down.
- Get the patient to sit on the edge of the bed if you require a seated shot, or situate a chair underneath another fluorescent light in the room for seated shots.



## TAKING THE PHOTOS

Telederm requires cameras with a rating of at least 10 megapixels. Furthermore, the camera used should have the macro mode feature. Please consider the following:

- Make sure you fully charge the battery (takes approximately 2 hours to charge) It's suggested having a second battery fully charged as a back-up
- Ensure that the camera is set to auto focus or intelligent auto.
- The image size should be between 4 – 8 M.
- As a rule, it's better to move the camera closer to the subject than using the zoom button.
- Make sure to always shoot perpendicular to the subject.
- Always include a paper ruler in at least one shot of the patient - as this provides prospective of size for the dermatologist.
- Before submitting the referral, please review the photos full screen on your computer for quality control.
- If the images are blurry, it might be necessary to use a tripod.





## Ideal Image

- Skin Tones are accurate.
- Skin infection is evenly lit providing ideal skin typography.
- Skin infection is at the centre of focus.



## Blurry Image

- ✗ Image is out of focus.
- ✗ Skin infection has not been framed properly.

## Suggestions:

- Use the auto focus and ensure the camera is set to macro mode.
- Use a tripod to steady the camera.



## Off Tone Image

- ✗ Image has a magenta tone.
- ✗ Image is too dark.

## Suggestions:

- Ensure that you are using sufficient lighting.
- Use the cameras flash feature.



## SUBMITTING THE REFERRAL:

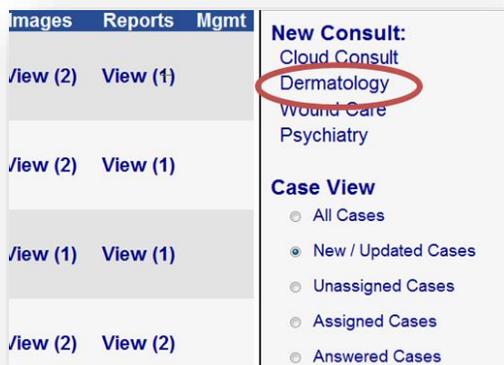
Submitting a referral to a dermatologist is a quick and easy process. Please follow these simple steps:

### Step 1: Log into Telederm App

The camera should be plugged into the computer. Open a web browser and type otnhub.ca in the address box and log in using your user or ONE ID credentials. Select Teledermatology from the lower menu. If you experience any difficulties logging in, please contact OTN's service desk at 1-855-654-0888.



The screenshot shows a login window titled "Authorization Required". At the top, it displays a warning: "WARNING! Unauthorized use of this system is strictly prohibited!". Below the warning, there are two input fields: "Username:" with the text "testderm" and "Password:" with seven dots. A "Login" button is located to the right of the password field.



### Step 2: Initiating a Referral

Once in, please click on the Dermatology link under the New Consult title. This takes you to the Patient Demographics page, indicated by the tab located at the top of the screen. It's important to accurately select both the consulting and referring MDs. These two fields are critical! Now complete the patient's particulars in the fields provided.



## Step 3: Completing Patient History

Once completing, the Demographics page - use the next button to move onto the Referral Note page. You can move back and forward between pages by using the Previous and Next buttons located at the bottom of the screen. At this point, it's a matter of completing the fields - including the reason for consultation, the chief complaint as well as the patient's medical history. If you have an EMR, you can by-pass the Patient History pages and attach the document in the Other Data page before submitting the referral.

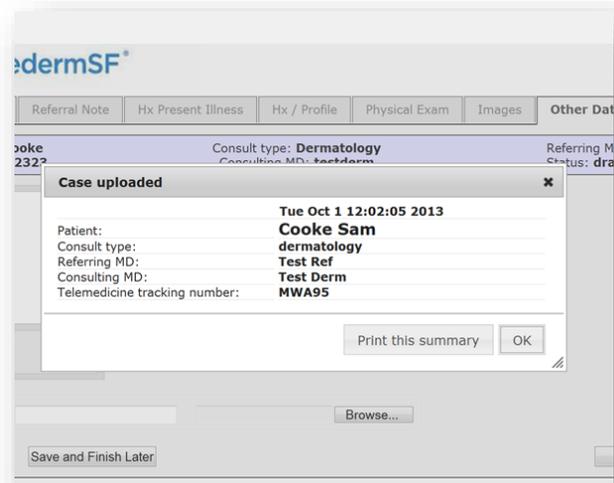
## Step 4: Uploading Images

The Images page is where you can upload the photos you have taken. To attach an image, please click on the Browse button. Please note, that it's best to use one or two good quality images than a myriad of mediocre photos. Once you have uploaded the image, please drag a number onto the model to indicate the body areas that correspond to the image. Once satisfied, please click on the Next button to advance to the Other Data page.



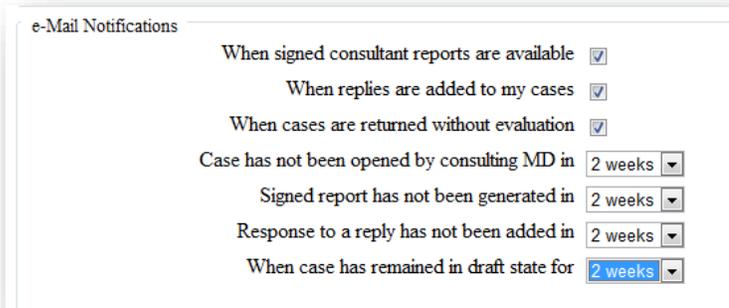
## Step 5: Submitting the Referral

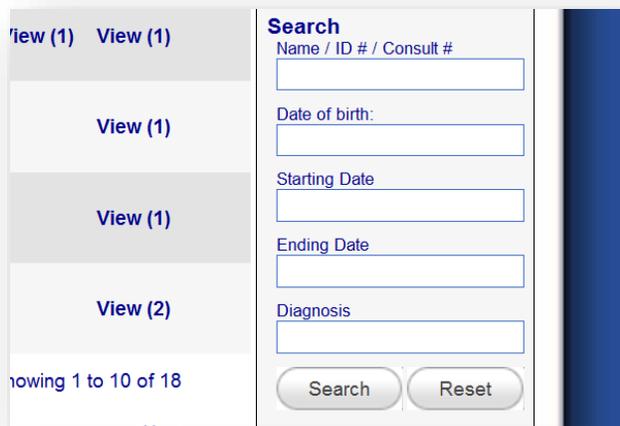
From the Other Data Page, you'll be able to attach both an EMR and submit the referral. At any time, if you require further information - you can save and finish the referral at a later time. Once you have submitted a referral, a confirmation can be viewed and the referral will move into an Assigned status.



## Step 6: Telederm Notification

In the profile settings of the Telederm application, you can choose to receive an email notification when the consultant has responded to your referral. When you receive this notification email, you will be able to review the dermatologist's diagnosis and comments from the referral report.





The screenshot shows a web interface for searching referrals. On the left, there is a list of results, each labeled 'View (1)'. At the bottom of this list, it says 'Showing 1 to 10 of 18'. On the right, there is a search filter panel titled 'Search'. It contains several input fields: 'Name / ID # / Consult #', 'Date of birth:', 'Starting Date', 'Ending Date', and 'Diagnosis'. Below these fields are two buttons: 'Search' and 'Reset'.

## Step 7: Locating the Referral

To do this, simply log into the Telederm application and use the filter to search by chart number or name. Make sure that the case view is set to All Cases before initiating the search. When you locate the referral, please click on the Reports link. From the reports section, you will be able to view the patient's details, the referral request as well as the consultants reply and diagnosis. From the reports section, you can reply to the consultant if necessary. You can also close the referral from this area.

## Lunch and Learn Sessions

If you are interested in learning more about submitting Telederm referrals, please attend one of our Lunch and Learn sessions. To enroll, please type in [learning.otn.ca](http://learning.otn.ca) in the address box of a browser. Type "Telederm" in the search field located at the top right of the screen. When you click on the event title link, you'll be provided with the details as well as registration instructions. Look forward to seeing you soon!



**OTN SERVICE DESK 1-855-654 -0888 (option 2).**

