

CLERK PROCEDURE

- **Fax signed telestroke patient consent form to (801) 585-2527. (No coversheet needed)**

At the direction of the on-duty physician or RN, initiate Telestroke:

- 877 236-4828. Instruct the transfer center to notify the Brain Attack Attending: “Telestroke in Monticello”.
- Patient name, sex, date of birth and time of onset of symptoms
- Give the Transfer Center basic information needed for a “Stat Out-patient Visit” number (MRN)
- Give the transfer center your call back number.
- If identity unknown, give the same information that you are using to identify the patient

- ❑ Place the patient name on all attached orders and give to RN.
- ❑ Distribute procedures for:
 - RN
 - MD
 - Clerk
- ❑ If after hours—turn on the CT. Position the videoconferencing unit in room directed by RN. Plug in and turn on videoconferencing unit.
- ❑ Place the 8 X 10 NIH stroke scale laminated cards on unit.
- ❑ **If no connection within 30 minutes of the initial protocol activation Call 877 236-4828 and the transfer center to notify the Brain Attack attending “Failed connection at San Juan”.**

Post-videoconferencing:

- Restock the packets for next encounter, include order sheets (non-contrast head CT, portable chest x-ray, EKG, and labs: CBC, PT(INR)/PTT, basic chemistry, troponin and CK-MB and urine drug screen), NIH Stroke Scale laminated cards, and everything on "List of Contents".