

Telewound Care Network Standard Group Process Guide for Point of Care Providers

This guide is to help you understand the process flow for Referral, Enrollment, and Completion in the Telewound Care Network (TCN). It is broken down into the steps of the process for you. We want to make your participation in this project as simple and easy as possible. We appreciate your help!

REFERRAL:

1. Identify a patient as appropriate for referral to the TCN and discuss with the patient.
2. Obtain signed ***Patient Informed Consent*** (white multi-page form) from the patient.
3. Fax Cynthia Scheideman-Miller the following forms to (405) 713-4992
 - a. Telewound Care Study Fax cover sheet with completed patient information
 - b. Signed ***Patient Informed Consent*** (white multi-page form)
 - c. Completed ***Patient Enrollment Form*** (blue form)
4. Cynthia Scheideman-Miller will:
 - a. Assign a patient identification number for purposes of the study.
 - b. Contact interviewer for your area to notify them of the need for an encounter.
 - c. Contact consultant for your area to notify them of a new referral
 - d. Fax Patient Information Form and Enrollment Form to Consultant

ENROLLMENT:

1. Cynthia Scheideman-Miller will establish patient identity in the TCN system.
2. Your area interviewer will conduct the initial interview within the first week of care. This will be repeated at week 24 and/or at completion of the care.
3. Your area photographer will take the initial photo and complete the ***Wound Photograph Interview*** (tan form) in 72 hours, preferably prior to the first consult. The photographer will mail or deliver the memory disk to the consultant weekly for upload to the web system. Additional photos will be taken at specific intervals. When the photo is on-line, the consultant will contact Kenna Wilson / Dr. Meites (405) 949-3342 for staging. (Rhonda at (405) 949-3345 is backup contact.)
4. Dr. Herb Meites of the Burn and Wound Center in Oklahoma City will perform an initial staging verification via photo evaluation of each wound.

COMPLETION:

1. The patient will be discharged from TCN when:
 - a. The wound(s) is (are) determined to be healed, or
 - b. The patient locates out of the TCN participating county, or
 - c. The patient expires
2. Your area interviewer will conduct a final interview within one week of completion.
3. Your area photographer will take a final photo at two months after closure.

NAMES/ NUMBERS

Program Manager Cynthia Scheideman-Miller (405) 713-4991 fax: (405) 713-4992

Your area interviewer is: _____ phone: _____

Your facility/agency photographer is: _____ phone _____