Telemedicine Cart Pre-Flight & Visit Checklist

Rapid Bedside Verification Tool for Clinical & Operations Support Teams

> Use this checklist prior to each virtual telehealth encounter to ensure complete technical stability, infection control compliance, accurate billing documentation, and HIPAA-compliant patient communication.

1. Technical & Power Pre-Flight (10–15 Mins Prior)

Status	Action Item	Standard / Operational Goal
☐	**Power Verification**	Battery reads ≥ 80% or cart is firmly plugged into a dedicated hospital-grade wall outlet.
☐	**Hardware & Audio Test**	PTZ HD Camera zooms/pans smoothly; mic/speaker test completed without acoustic feedback.
☐	**Peripheral Check**	Digital stethoscope, otoscope, or ultrasound probes are securely connected and operational.
☐	**Software & Wi-Fi**	Logged into Telehealth App & EMR; network signal strength is verified stable.

2. Bedside Patient Setup & Privacy

Status	Action Item	Standard / Operational Goal
☐	**Cart Positioning**	Cart placed at foot/side of bed with clear, unobstructed direct sight line for remote clinician.
☐	**Lighting & Camera Height**	Camera adjusted to eye level; patient face illuminated without harsh window backlighting.
☐	**Patient Identity & Consent**	2 identifiers (Full Name & DOB) confirmed; verbal/electronic telehealth consent documented.

3. Post-Encounter Wrap-Up, Infection Control & Storage

Status	Action Item	Standard / Operational Goal
☐	**Care Plan Summary**	Diagnoses, med changes, and next steps verbally reviewed with patient and on-site care team.
☐	**EMR Documentation**	Modality (Audio-Video Cart), provider/patient physical locations, and billing codes (POS 02/10, Mod 95/93, Q3014) logged.
☐	**2-Step Sanitization**	Power down cart; clean visible dirt with detergent wipe, then disinfect high-touch surfaces & peripherals for full wet dwell time (1–4 min).
☐	**Secure Parking & Charging**	Return cart to locked storage room; plug into wall charging station and lock peripheral drawers.

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