Procedure for entry into the telemedicine program:

1. Student presents to the school nurse with symptoms/complaints or parent, teacher, or counselor refers the student to the public health nurse for preventive services or a behavioral health concern

2. Public health nurse performs an assessment to determine if an appointment with a physician is indicated

3. Public health nurse checks to see if the student is enrolled in the telemedicine program

4. If the student is not enrolled in the telemedicine program, the public health nurse should:
   a. call parent/guardians and attempt to obtain consent/necessary paperwork for enrollment

5. If student is enrolled in the telemedicine program, the public health nurse should:
   a. Notify the parent/guardian and verify if they would like the student to be scheduled with the telemedicine physician
   b. If yes, then proceed to contact the network physician providing service

6. The network physician providing service will work with the public health nurse to schedule the appointment

7. Public health nurse will notify the parent/guardian of the appointment time

8. Public health nurse will fax the enrollment packet and current medical assessment to the network physician providing service

9. Public health nurse follows telemedicine guidelines for presentation and appointment

10. Public health nurse documents the appointment on a monthly telemedicine log