



blueTeleMed

A product of blueEHR

Quick Start Guide

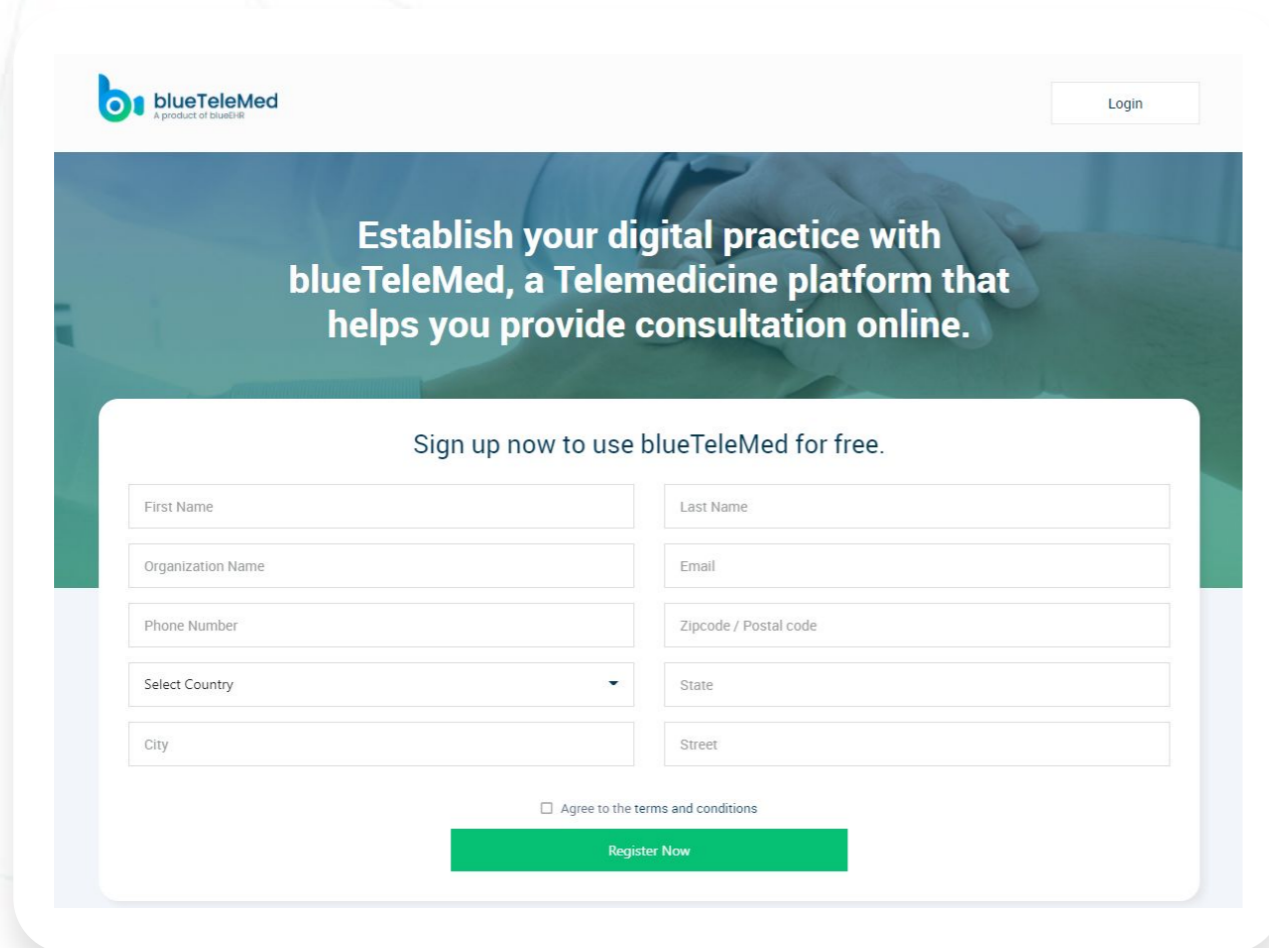
This document provides information on how providers can sign-up with **blueTeleMed**, activate their account, configure their profile settings, schedule patient appointments, initiate video consultation sessions, access the appointment report, superbill report, etc.

Prerequisites



For the video consultation feature to work, the blueTeleMed application requires camera and microphone access in your computer.

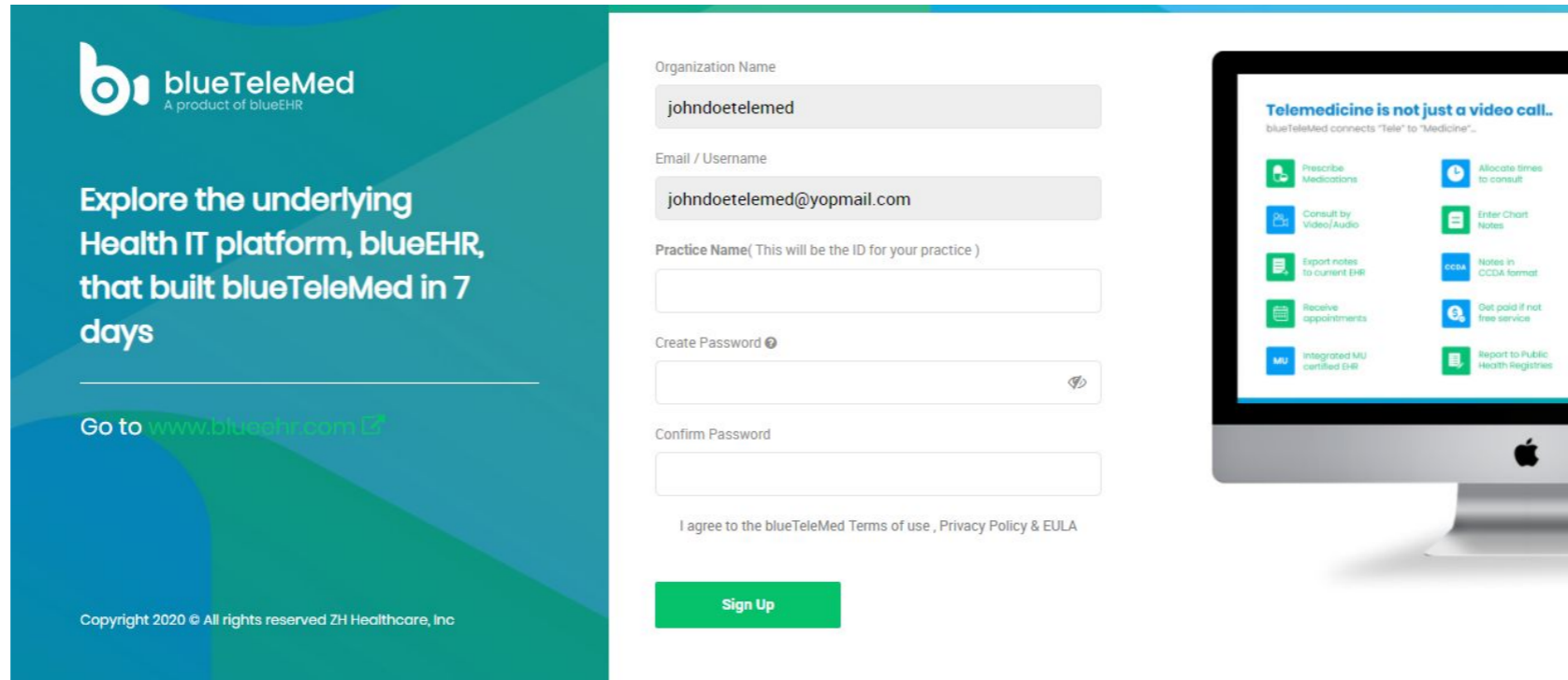
Signing up with blueTeleMed



The screenshot shows the blueTeleMed registration page. At the top left is the blueTeleMed logo with the tagline 'A product of blueEHR'. A 'Login' button is in the top right. The main heading reads: 'Establish your digital practice with blueTeleMed, a Telemedicine platform that helps you provide consultation online.' Below this is a registration form titled 'Sign up now to use blueTeleMed for free.' The form contains the following fields: First Name, Last Name, Organization Name, Email, Phone Number, Zipcode / Postal code, Select Country (dropdown), State, City, and Street. At the bottom of the form is a checkbox for 'Agree to the terms and conditions' and a green 'Register Now' button.

- 🎯 In the address bar of your browser, specify any one of the following URLs:
app.blutelemed.com
blueehr.com/blutelemed/providers
blueehr.com/blutelemed/signup
- 🎯 Click the **Sign Up** link.
- 🎯 Specify your information in the fields provided.
- 🎯 Agree to the terms and conditions.
- 🎯 Click the **Register Now** button.

Activating your blueTeleMed account



The screenshot shows the blueTeleMed registration interface. On the left, a teal banner features the blueTeleMed logo (a stylized 'b' with a dot) and the text "blueTeleMed A product of blueEHR". Below the logo, it says "Explore the underlying Health IT platform, blueEHR, that built blueTeleMed in 7 days" and "Go to www.blueehr.com". At the bottom of the banner is "Copyright 2020 © All rights reserved ZH Healthcare, Inc".

The registration form on the right includes the following fields and elements:

- Organization Name:
- Email / Username:
- Practice Name (This will be the ID for your practice):
- Create Password:
- Confirm Password:
- A checkbox for "I agree to the blueTeleMed Terms of use, Privacy Policy & EULA".
- A green "Sign Up" button.

To the right of the form is a monitor displaying a dashboard with the heading "Telemedicine is not just a video call." and a list of features:

- Prescribe Medications
- Consult by Video/Audio
- Export notes to current EHR
- Receive appointments
- Integrated MU certified EHR
- Allocate times to consult
- Enter Chart Notes
- Notes in CCDA format
- Get paid if not free service
- Report to Public Health Registries

- After registration, click the **Activate** button in the blueTeleMed activation email.
- Specify your practice name and password.
- Agree to the blueTeleMed terms and conditions.
- Click the **Sign Up** button.

Logging in to the application

blueTeleMed
A product of blueEHR

Explore the underlying Health IT platform that built blueTeleMed in 7 days

Go to www.blueehr.com

While there, take a look at the integrated EHR system, blueEHR

Why blueEHR?	What it means for you?
Comprehensive EHR	Rid of multiple software
Cognitive design	Reduced user fatigue
Underlying HIT platform	Adapts to future needs

Welcome to blueTeleMed
Login to your account

Facility

Username

Password

Login

Forgot Password?
Don't have an account! [Sign Up](#)

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In the address bar of your browser, specify the URL:
app.blutelemed.com.



Specify the login credentials in the respective fields.



Click **Login**.

Profile Settings



The profile settings window allows you to edit your blueTeleMed profile. You can change your user role, manage your consultation hours, specify your educational background, and specialization here. The Profile Settings window also provides you the option to create new provider accounts in facility and manage them. The consultation hours that you specify in your profile settings automatically reflects in your calendar as **In Office** hours.

Configuring profile settings

User Profile

Profile

Status: Active | First Name: john | Last Name: doe | Country: India | State: Kerala | City: Kochi

Street: | Email: johndoetelemed@yopmail.c | Phone: 1234567890 | Administrator Provider

Consultation Hours

All Day | From Date: 11/03/2020 | To Date: 05/03/2021 | Start Time: 09:00 AM | End Time: 05:00 PM

Background

Education: | Specialization: |

Profile Info

Format | B | I | U | A- | A- | Ix | ☺ | ☰ | ☷ | ☰ | ☷ | ☰ | ☷

Delete | Back | Save

- On the blueTeleMed menu, click **Profile Settings**.
- To edit your profile, click the **Edit User** icon (✎).

- Configure your consultation hours and other relevant information.
- Click **Save**.

Adding new providers

User Profile

Profile

First Name: Last Name: Country: State: City: Street:

Email: Phone: Administrator Provider

Consultation Hours

All Day: From Date: To Date: Start Time: End Time:

Background

Education: Specialization:

Profile Info

Format: **B** *I* U **A-** **A-** *Ix*

On the blueTeleMed menu, click **Profile Settings**.

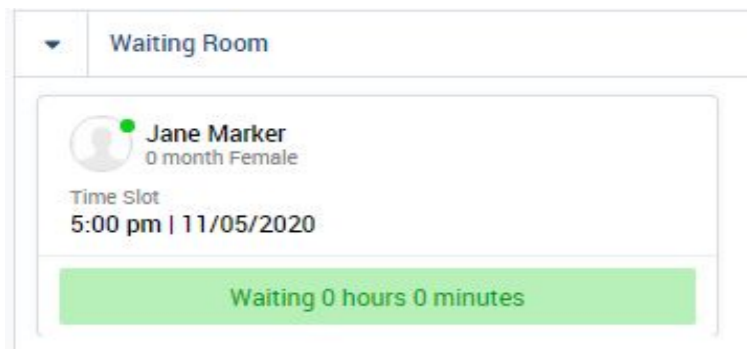
Click the **ADD USER** button.

Specify the profile information, role, consultation hours, and background.

Click **Save**.

Dashboard

The dashboard allows you to schedule as well as keep track of all the patient appointments. To help you manage your consultations, the dashboard contains four sections: Waiting Room, Upcoming, Unsigned Consults, and Completed Consults. The calendar tool on your dashboard allows you to view your appointments for any date.



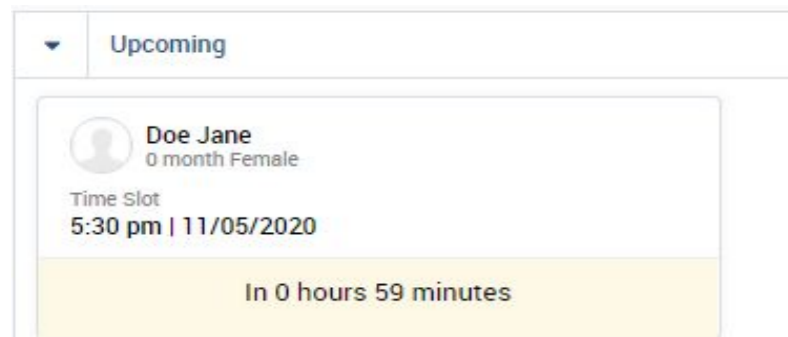
Waiting Room

Jane Marker
0 month Female

Time Slot
5:00 pm | 11/05/2020

Waiting 0 hours 0 minutes

The **Waiting Room** section displays the list of patients who are online and ready for their video consultation session.



Upcoming

Doe Jane
0 month Female

Time Slot
5:30 pm | 11/05/2020

In 0 hours 59 minutes

The **Upcoming** section of the dashboard displays all upcoming patient appointments scheduled for the current day

Dashboard

▼ Unsigned Consults

Jane Doe
0 month Female

Unsigned
john doe
on 11/05/2020 4:27 PM

The **Unsigned Consults** section displays the list of patients scheduled for the current day with unsigned encounter notes. You can click an unsigned consult to access the encounter notes of the patient and sign it off.

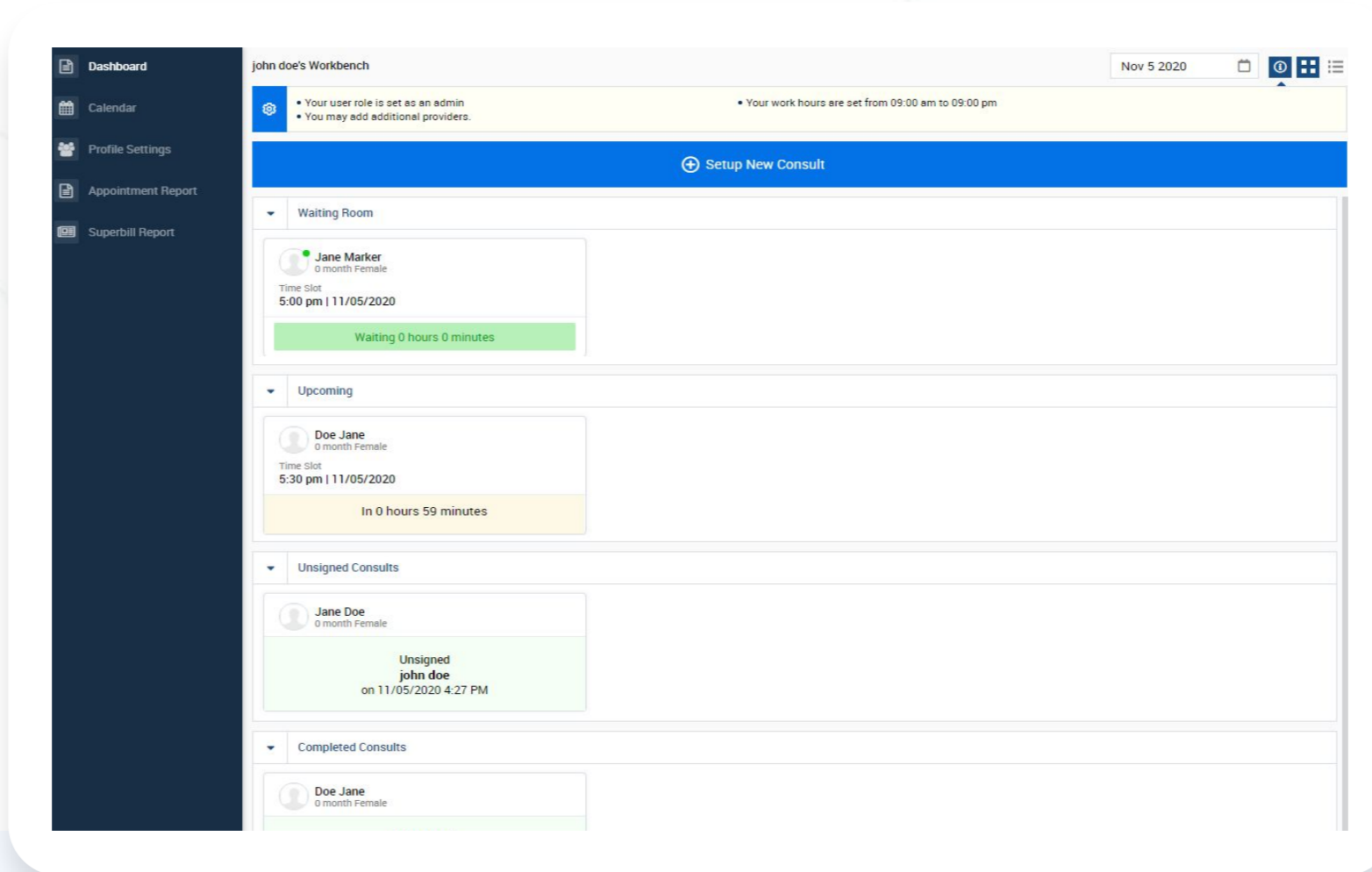
▼ Completed Consults

Doe Jane
0 month Female

Completed
By john doe
on 11/05/2020 4:25 PM

The **Completed Consults** section of the dashboard displays your signed-off patient consultations for the current day.

Dashboard



The top pane of your dashboard provides a quick access to your **Profile Settings**. It also displays your **blueTeleMed** role and consultation hours currently configured in your **Profile Settings**.

Setting up a new Consultation

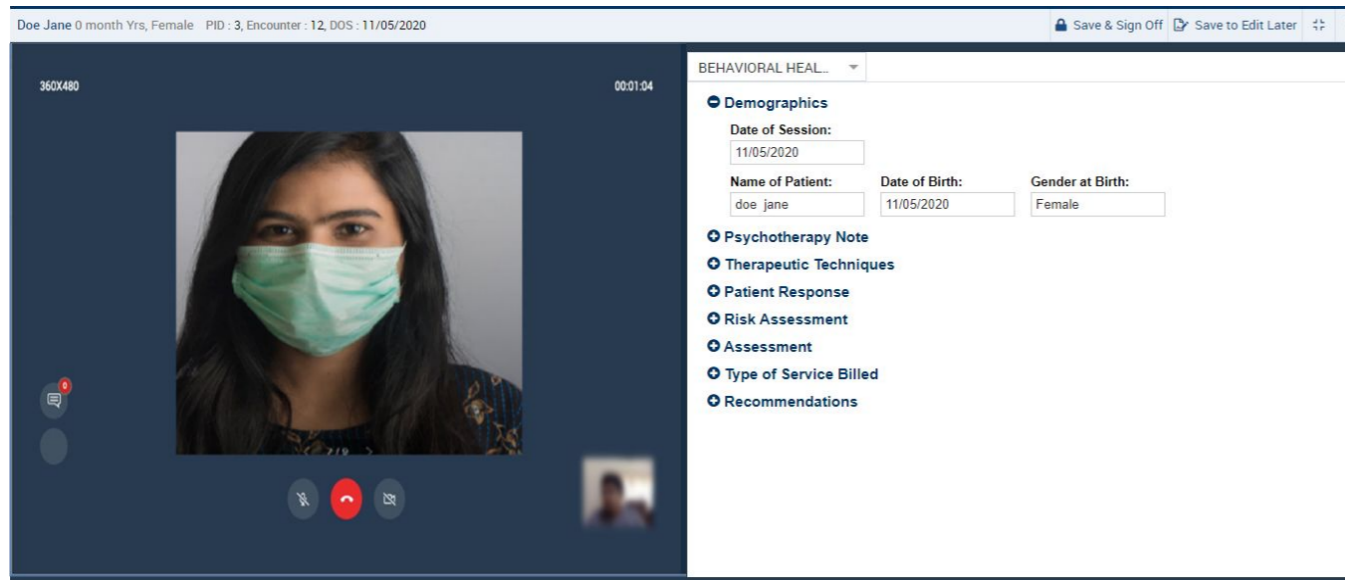
Schedule Appointment

Client First Name	Client Last Name	Gender
jane	doe	Female
DOB	Email	Phone
11/05/2020	janedoe.1@yopmail.com	
Provider	Schedule Date	Time
john doe	11/05/2020	04:00 PM

Cancel Schedule

- Click the **Setup New Consult** button on your blueTeleMed dashboard.
- In the Schedule Appointment dialog box, specify the patient information of an existing or new patient.
- Select any provider in your facility.
- Specify the appointment date and time.
- Click the **Schedule** button.


Initiating Video Consultation with a patient



- Click the **Start Video** button for a patient listed in the Waiting Room.
- To add clinical notes, choose between **Behavioral Health** and **Clinical Health**.
- Add patient notes in the form provided.

Click the:


Save and Sign Off

button () to save the patient notes and sign-off the encounter.


Save to Edit Later

button () to save the patient notes and sign-off later.

Message

icon () to send a message to the patient.

Call End

button () to complete the video consultation with the patient.

Signing off a saved patient encounter

Jane Doe 0 Month Yrs, Female PID : 2, Encounter : 13, DOS : 11/05/2020

Behavioral Health Save All Sign Off

Psychotherapy Note

Demographics

Date of Session:

Name of Patient: Date of Birth: Gender at Birth:

+ Psychotherapy Note
+ Therapeutic Techniques
+ Patient Response
+ Risk Assessment
+ Assessment
+ Type of Service Billed
+ Recommendations

- Click the patient in the **Unsigned Consults** section.
- To add clinical notes, choose between **Behavioral Health** and **Clinical Health**.
- Add the patient notes.
- Click the **Sign Off** button (Sign Off)

Calendar

Time	Appointment
6:00	
6:30	
7:00	
7:30	
8:00	
8:30	
9:00	
9:30	My 9:30 - Mr. John Doe
10:00	
10:30	
11:00	
11:30	
12:00	
12:30	
13:00	
13:30	
14:00	
14:30	
15:00	
15:30	My 15:30 - Mr. John Doe
16:00	My 16:00 @ jane doe
16:30	My 16:30 > doe jane
17:00	My 17:00 @ jane marker
17:30	My 17:30 - doe jane
18:00	My 18:00 - jane test
18:30	My 18:30 > doe jane
19:00	My 19:00 @ doe jane
19:30	My 19:30 @ doe jane
20:00	
20:30	
21:00	
21:30	

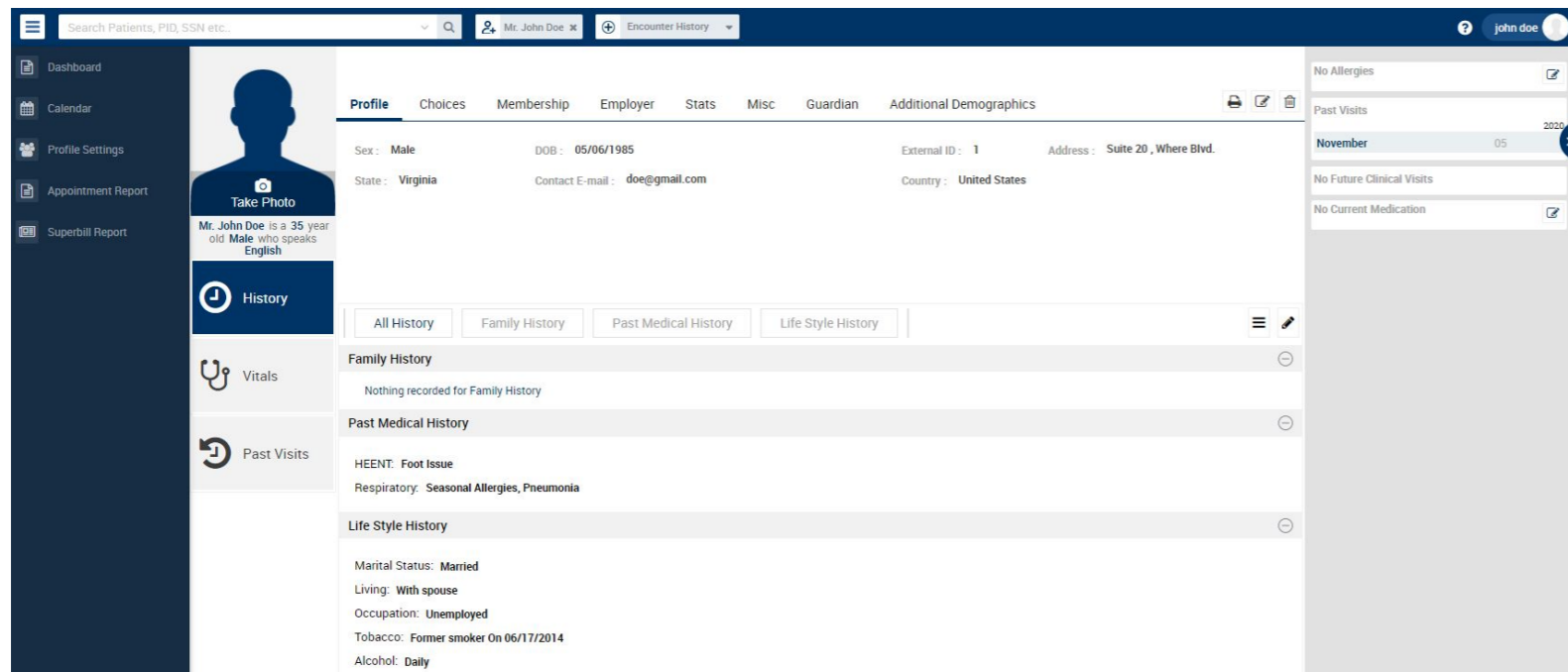
The Calendar in blueTeleMed enables you to effectively manage your telemedicine schedule. Using the Calendar, you can view all your appointments. You can access the appointments of any date. Other important options offered by the Calendar includes day, week, and month views, option to search for appointments, check available slots, print appointments, access patient facesheet, etc. If you are an administrator user, you can also view the appointments of all other providers in your facility.

Accessing a patient facesheet

The screenshot shows a user interface for accessing a patient's facesheet. At the top, there is a search bar containing the name "john" and a magnifying glass icon. To the right of the search bar, there are tabs for "Mr. John Doe" and "Encounter History". Below the search bar, a dropdown menu displays the patient's name "Mr. John Doe" along with their PID: 1, ID: 1, and DOB: 05/06/1985. A yellow notification banner contains two messages: "Your user role is set as an admin" and "You may add additional providers." To the right of this banner, another message states "Your work hours are set from 09:00 am to 09:00 pm". Below the notification, there is a prominent blue button labeled "Setup New Consult". At the bottom, there are two expandable sections: "Waiting Room" and "Upcoming". On the left side of the interface, a dark sidebar contains several menu items: "Calendar", "Profile Settings", "Appointment Report", and "Superbill Report".

- Specify the patient name in the **Search Patients** field.
- Click the patient name from the search results.

Patient Facesheet



The patient facesheet provides all the important information of the patient at a quick glance. The patient facesheet contains the patient photograph, demographics information, patient history, vitals, and information on past visits. You can also find different widgets that displays the allergy information, past visits history, future clinical visits, and current medications.

The **History** section of the patient facesheet provides you the option to record and retrieve information on the family history, past medical history, and lifestyle history of the patient. The **Vitals** section allows you to retrieve previously recorded information on the health vitals of the patient. The **Past Visits** section provides information on the past visits of the patient.

Appointment Report

Encounter Provider	Date	Day	Time	Duration(Minutes)	ID	Patient	PID	DOB	Created By	Phone	Mobile Phone	Email Id	Created Date	Activity Status
john doe	11/05/2020	Thursday	09:30 AM	30	1	John Doe	1	05/06/1985	john doe			doe@gmail.com	11/05/2020 09:29:22	Active
john doe	11/05/2020	Thursday	03:30 PM	30	1	John Doe	1	05/06/1985	john doe			doe@gmail.com	11/05/2020 15:26:58	Active
john doe	11/05/2020	Thursday	04:00 PM	30	2	jane doe	2	11/05/2020	john doe			janedoe.1@yopmail.com	11/05/2020 16:15:03	Active
john doe	11/05/2020	Thursday	04:30 PM	30	3	doe jane	3	11/05/2020	john doe			doejane@yopmail.com	11/05/2020 16:17:09	Active
john doe	11/05/2020	Thursday	05:00 PM	30	4	jane marker	4	11/05/2020	john doe			jane.marker@yopmail.com	11/05/2020 16:30:03	Active
john doe	11/05/2020	Thursday	05:30 PM	30	3	doe jane	3	11/05/2020	john doe			doejane@yopmail.com	11/05/2020 16:27:08	Active
john doe	11/05/2020	Thursday	06:00 PM	30	5	jane test	5	11/05/2020	john doe			test@test.com	11/05/2020 17:21:43	Active
john doe	11/05/2020	Thursday	06:30 PM	30	3	doe jane	3	11/05/2020	john doe			doejane@yopmail.com	11/05/2020 18:07:30	Active
john doe	11/05/2020	Thursday	07:00 PM	30	3	doe jane	3	11/05/2020	john doe			doejane@yopmail.com	11/05/2020 18:09:38	Active
john doe	11/05/2020	Thursday	07:30 PM	30	3	doe jane	3	11/05/2020	john doe			doejane@yopmail.com	11/05/2020 18:10:28	Active
Total:														10

The Appointment Report section of the blueTeleMed application allows you to generate a comprehensive report of all patient consultations. Appointments initiated by all the providers in your facility will reflect in the appointment report. All important information such as total appointment count over a time period, encounter provider, appointment date, day, time, duration, patient name, patient ID, patient email, etc. are displayed. You can also search and filter the appointments by various parameters, print, export to PDF or add header and footer.

Superbill Report

DOS: Today | 11/05/2020 | 11/05/2020 | Group By: | Patient: Patient Name / PId | Show Advanced Search | Search Now

Patient: doe jane (3) | **Billing Provider:** john doe (NPI - 1234567980) | **Insurance Data:** No Insurance Found

Sex: Female | Date of Birth: 11/05/2020

Encounter: 12 (11/05/2020)

Billing Facility

Name: johndoetelemed

Phone: 1234567890 | Fax: 855-936-3367

Street: | City: Kochi

State: Kerala | Zip Code: 682030

Type	Code	Text	Type	Code	Text	Justify	Fee
No Records Found			No Records Found				
PREVIOUS PATIENT RESPONSIBILITY	0.00	ROA	+ TODAY'S CHARGE			Sub-Total	0.00
AMOUNT BILLED TO INSURANCE	0.00	<input type="checkbox"/> New <input type="checkbox"/> Old	- PAYMENT RECEIVED			Paid + Adjustment	0.00
TOTAL PREVIOUS BALANCE	0.00	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque	= CURRENT BALANCE			Total	0.00

Physician Signature: _____

Patient: jane doe (2) | **Billing Provider:** john doe (NPI - 1234567980) | **Insurance Data:** No Insurance Found

Sex: Female | Date of Birth: 11/05/2020

Encounter: 13 (11/05/2020)

Billing Facility

Name: johndoetelemed

Phone: 1234567890 | Fax: 855-936-3367

Street: | City: Kochi

State: Kerala | Zip Code: 682030

Type	Code	Text	Type	Code	Text	Justify	Fee
No Records Found			No Records Found				
PREVIOUS PATIENT RESPONSIBILITY	0.00	ROA	+ TODAY'S CHARGE			Sub-Total	0.00
AMOUNT BILLED TO INSURANCE	0.00	<input type="checkbox"/> New <input type="checkbox"/> Old	- PAYMENT RECEIVED			Paid + Adjustment	0.00
TOTAL PREVIOUS BALANCE	0.00	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque	= CURRENT BALANCE			Total	0.00

Physician Signature: _____

The superbill report in blueTeleMed provides an itemized list of healthcare services rendered to patients by all providers in your facility. This report provides the patient information, procedure and diagnosis codes, corresponding charges, payment summary etc. You can search the superbill report by multiple parameters such as date of service, patient, service facility, visit category etc.



How to Sign up to blueTeleMed:

How to Schedule an Appointment in blueTeleMed:

How to do a video consultation in blueTeleMed:

<https://youtu.be/7gFn3jTnEag>

<https://youtu.be/DeuWbyKNEIY>

<https://youtu.be/suPtA9wbB8Q>



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Thank You

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