

## Quick Reference Guide for Fort Peck

### Steps for a Successful Fort Peck Telemedicine Shift

- Be ready for patient visits: (Quiet area; headphones available: phone nearby etc.).
- Plan on working on personal orientation activities, supporting Fort Peck training/educational needs and assisting with quality improvement projects during times when you are not seeing patients. These shifts are paid for as work hours and not just on-call hours. See Google Drive Shared Document for QI projects below or reach out to Alice Laverdiere.
  - <https://docs.google.com/document/d/1CJx0W2NJdpzdWUKwKtDyKzJNspFwV11020WNpLiDWF4/edit?usp=sharing>
- If you are at a hospital or other worksite, you may need to use a hotspot to be on WiFi, as many worksites have security that will block access to external sites.
- Have your headphones available for use with stethoscope monitoring.
- Complete the “Fort Peck Shift Summary” for each shift. A link will be emailed to you the morning before you start your shift.

Upon completion of your shift and receiving the shift summary back, your hours worked will be logged on the payroll spreadsheet submitted to Ft. Peck Tribes.

### Visit Process Nitting and Gritting:

**(For more details see Fort Peck Pediatrician How-To-Guide p. 11)**

- Log on to Ahana at the start of your shift.
- Check for any scheduled patients by logging on to Daphne.
- When you receive a text alert that you have a patient, go to the Ahana waiting room.
- Click on “See Patient” next to the patient's name in the “On Call Request” list to view the patient profile card.
- When ready for visit click the red “Connect to On Demand Visit” button. NOTE: Do not close Ahana.
- On the AGNES visit screen click “Connect to AGNES”. (See below for how to connect to AGNES).
- Click “Video Conferencing” and Right arrow at top right of screen to open (2) screen viewing to support visit.
- Click “Camera Control” and use arrows to zoom in or out and move camera.
- For Stethoscope: Click “No video” and then choose “Interactive Stethoscope”>Scope High in drop down.
- For Otoscope: Click “Medical Video”> “Otoscope”
- Click red “Log Out” button when done with visit.
- Return to Ahana. Click “Complete Visit” and then “End this Visit”.
- Patient prescriber will function as scribe to document visit in Daphne. Provider will review, edit note as needed and close encounter within (5) days. (For details See “EHR/Daphne”p 24 in manual.)
- **Telemedicine CPT code** to use for all visits: 99212 “Establish patient office or other outpatient visit, typically 10 minutes”.

**AGNES Cart Sign-On Information:** (See below for links to AGNES training tutorials.)

All providers will use the same username and password dedicated to Ohana Providers. Please write this down or keep this information close by to reference:

Username: Please contact administrator

Password: Please contact administrator

IP addresses for the carts at each school site are listed below. These generic usernames and passwords will work for: a) Training session b) Any time Ahana is down C) If you choose to do an ad hoc visit d) If you forgot the Ohana Provider AGNES login information.

NOTE: If you enter the IP address into a web browser you may receive a message that it is not secure or private. It is. Fort Peck is working on assigning a certificate to each cart which will eliminate this message. Proceed on by clicking on "Advanced" and following prompts and you will be able to sign on. (For more details see p. 17 in manual).

**Fort Peck SBHC Telemedicine Cart Sites and Login Information**

<b>SITE OF SERVICE</b>	<b>IP ADDRESS</b>	<b>USERNAME</b>	<b>PASSWORD</b>
<b>Poplar Middle School*</b> (located at Red House)	<b>https://192.135.59.104:5883</b>	<b>poplar</b>	<b>hdp3384</b>
<b>Brockton</b>	<b>https://66.113.57.125:5883</b>	<b>brockton</b>	<b>hdp3311</b>
<b>Frazer</b>	<b>https://66.171.17.138:5883</b>	<b>frazer1</b>	<b>hdp2117</b>
<b>Wolf Point Northside</b>	<b>https://66.171.17.134:5883</b>	<b>wpons</b>	<b>hdp1653</b>
<b>Wolf Point Southside (located at High Line)</b>	<b>https://66.171.16.114:5883</b>	<b>wpss</b>	<b>hdp1480</b>
<b>Wolf Point Frontier</b>	<b>https://199.190.61.135:5883</b>	<b>wpf</b>	<b>hdp2501</b>

**Daphne EHR Sign On-Information:**

1. Go to: <https://ftpeck.daphnehealth.com>
2. Enter the Shotgun username and password (this should be a one-time configuration):

Shotgun username: Please contact administrator

Shotgun password: Please contact administrator

1. Enter your individualized username and password that you received in an e-mail from Daphne Support.
2. Fake patient in Daphne to reference if you want to "play" around is patient named "Spongebob Squarepant"

**Reference & Contacts for Fort Peck Telemedicine:**

SITE	PRESENTER	CONTACT INFORMATION
<b>Poplar</b>	<p><b>Christian Curtis, RN</b> (M-Th, 7a-5:30p)</p> <p><b>Mia Frederick, CNA</b> (M-F, 8:00a-4:30p)</p>	<p>Phone: 406-768-5900</p> <p>Fax: 406-768-3383</p> <p>E-mail: <a href="mailto:ccurtis@fortpecktribes.net">ccurtis@fortpecktribes.net</a> <a href="mailto:mfrederick@fortpecktribes.net">mfrederick@fortpecktribes.net</a></p>
<b>Brockton</b>	<p><b>Alexis Dustyhorn, RN</b> (M-F, 8a-4:30p)</p> <p><b>Morgan Martell, CNA</b> (M-F, 8a-4:30p)</p> <p><b>Darci Haywahe, CNA</b> (M-F, 8a-4:30p)</p>	<p>Phone: 406-786-3202</p> <p>Fax:</p> <p>E-mail: <a href="mailto:adustyhorn@fortpecktribes.net">adustyhorn@fortpecktribes.net</a> 406.998.8783</p> <p><a href="mailto:mmartell@fortpecktribes.net">mmartell@fortpecktribes.net</a> <a href="mailto:dmiller-haywahe@fortpecktribes.net">dmiller-haywahe@fortpecktribes.net</a></p>
<b>Frazer</b>	<p><b>Angela Quilty, FNP</b> (M-F, 8a-4:30p)</p> <p><b>Kim Allrunner, CNA</b> (M-F, 8a-4:30p)</p> <p><b>Ferryl Greufe, CNA</b> (M-F, 8a-4:30p)</p>	<p>Phone: 406-695-2117</p> <p>Fax:</p> <p>E-mail: <a href="mailto:kallrunner@fortpecktribes.net">kallrunner@fortpecktribes.net</a> <a href="mailto:fgreufe@fortpecktribes.net">fgreufe@fortpecktribes.net</a></p>

<b>Wolf Point Northside</b>	<b>Jennifer Moran, RN</b> (M-F, 8a-4:30p) <b>Alma Olson, CNA</b> (M-F, 8a-4:30p)	Phone: 406-653-1653 ext. 1 Fax: E-mail: <a href="mailto:jmoran@fortpecktribes.net">jmoran@fortpecktribes.net</a> <a href="mailto:aolson@fortpecktribes.net">aolson@fortpecktribes.net</a>
<b>Wolf Point Southside (located at High Line)</b>	<b>Erna Granbois, RN</b> (M-F, 8a-4:30p) <b>Starla Longee, CNA</b> (M-F, 8a-4:30p)	Phone: 406-653-1616 Fax: E-mail: <a href="mailto:egranois@fortpecktribes.net">egranois@fortpecktribes.net</a> <a href="mailto:slongee@fortpecktribes.net">slongee@fortpecktribes.net</a>
<b>Wolf Point Frontier</b>	<b>Chistine Hodgson, PNP</b>  <b>Julie Ruff, FNP</b>  <b>Jennifer Moran, RN</b> (M-F, 8a-4:30p)  <b>Alma Olson, CNA</b> (M-F, 8a-4:30p)	Phone: 406-653-2501 Fax: E-mail: <a href="mailto:jmoran@fortpecktribes.net">jmoran@fortpecktribes.net</a> <a href="mailto:aolson@fortpecktribes.net">aolson@fortpecktribes.net</a>  Julie and Christine each work for 1 week each month at Frontier. Other weeks are staffed by RN.
<b>Daphne Software</b>	<b>Rhett Lowder</b>	(406)945-3327 <a href="mailto:rhett@daphnesoftware.com">rhett@daphnesoftware.com</a>

Full contact list for Fort Peck Nurses/ MSW and Dieticians can be found at:

[https://docs.google.com/spreadsheets/d/1CjmW\\_jci2q52BbaSu4f4UImDkqdWBGC97Mm3DrAuVUM/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1CjmW_jci2q52BbaSu4f4UImDkqdWBGC97Mm3DrAuVUM/edit?usp=sharing)

Links to Tutorials:

AGNES Tutorials: <https://app.box.com/s/iq07hpmth9vmsk9cpvy93grmkgzu0dm>

Daphne Tutorials: <https://app.box.com/s/d42c3rqd1x06quiqcqwfix9ywby368rn>

Troubleshoot Contact Information:

AGNES PROBLEMS: Please contact Morgan Martell ([mmartell@fortpecktribes.net](mailto:mmartell@fortpecktribes.net)) if you discover problems using AGNES.

DAPHNE PROBLEMS: Please contact Rhett Lowder ([info@daphnesupport.com](mailto:info@daphnesupport.com)) (406) 945-3327 if you have any problems using Daphne.

AHANA and other questions: Contact Alice Laverdiere [alaverdiere@montanapediatrics.org](mailto:alaverdiere@montanapediatrics.org) (916) 960-7211.