Healthcare workflows can be challenging. With DocsInk’s telehealth, we allow you to keep your current workflow while taking your practice entirely remote and virtual. This is a 5 step guide. In fact, 2 are optional, so you can probably do it in 3!

If you’re on the browser version of the app, click here:

https://connect.docsink.com/dashboard/chat

Then Click *Lists > Appointment Reminders*

If you’re on the app, just Click *Lists > Appointment Reminders*
1 - Upload your appointments or add them on the fly.

To start off, let's add one on the fly so you get the hang of it. If you have a friend or family member, it's best to create them as a patient to test. Don't use your phone or number, as you'll want to test it without device feedback interruption.

Click Create Patient. Make sure to add their phone number. (assigning a provider isn't required) And click save.

Let's click Add an Appointment. Select the patient, appointment type, start date and time (Put it two hours from now), select the office location and visit location and assign to yourself.

Click Create and you've added your appointment! Now you'll see it on the list. (Contact us a telehealth@docsink.com for bulk upload options or integrations.)

Keep your workflows while virtualizing your practice
2 - **(OPTIONAL)** We send confirmations and reminders automatically to keep your visits efficient.

Click the down arrow under the Actions column. The phone number of the patient should be in the Sent To field, and Select Appointment Reminder from the Select a Template.

Click Send.

<table>
<thead>
<tr>
<th>Patient name</th>
<th>Provider</th>
<th>Appointment Type</th>
<th>Time</th>
<th>Confirmed</th>
<th>Sent</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jerry Bobbery</td>
<td>Bradley Hinely</td>
<td>Telehealth</td>
<td>05/24/2020 11:00...</td>
<td>YES</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

This will automatically be done for you 24 hours before the appointment, and another hour before the actual appointment to ensure your patients are ready and confirmed, however, you can do this process manually as well with the steps above.
3 - **(OPTIONAL)** Have your MA, PA, or RN tap to work up the patient with a session.

Click the Patient’s Name and click the Down Arrow to the right of the patient’s name on the patient fly-out.

Click Invite to Session > SMS > Send

Your personal telehealth invitation link has been sent to the patient, and your telehealth session has started!
4 - Provider - Click Invite to Session and start your telehealth session.

    Click the Patient’s Name and click the Down Arrow to the right of the patient’s name on the patient fly-out.
    Click Invite to Session > SMS > Send

Your personal telehealth invitation link has been sent to the patient, and your telehealth session has started!
5 - Submit your charge for your session.

Click the Charge under the Actions Column on the patient. Click Diagnosis and add your diagnosis. Click CPT and select your CPT. Most likely, you’re going to choose: 99203-GT (GT is the telehealth modifier for Medicare patients)

Click the LINK icon in the blue CPT section to open the Modifier Selection option to add GT.

Click Submit

You’re done! Repeat as needed!