Procedure Title: TeleHealth Using the Otoscope

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TeleHealth Using the Otoscope

SCOPE

System Wide: This procedure applies to all regional telepresenters working with SIU HealthCare clinicians and SIU HealthCare's partner TeleHealth organizations providing care via TeleHealth. This policy addresses clinical operations and patient care activities for both the Southern Illinois University School of Medicine and SIU Healthcare which will be collectively referred to as SIU.

PURPOSE

To outline the process for TeleHealth patient sites to prepare the environment for a TeleHealth visit.
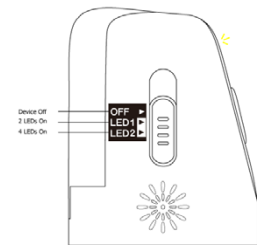
PROCEDURE BODY

1. **Turning Otoscope On**
   a. Turn the Otoscope on using the switch towards the rear of the device.

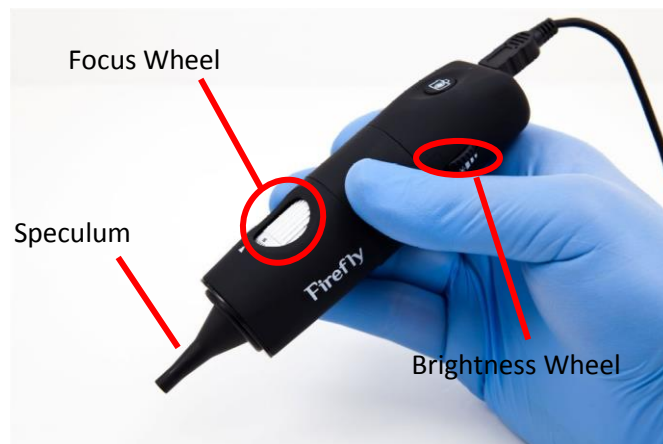   b. Using the HDMI remote, select:

   c. Open the FireflyPro software by double clicking the FireflyPro icon:
      FireflyPro is the software installed on the laptop that is used for the USB Otoscope.

2. **Using the Otoscope**
   a. When using the device, it is recommended that you hold the device with the speculum forward with your thumb on the equipment leaving the index finger free to rotate and adjust the focus wheel.
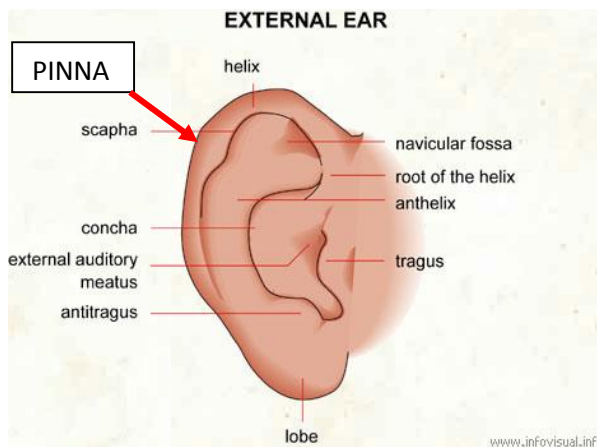

   b. Press speculum firmly into grooved slot.

c. Place speculum into cupped hand and adjust focus and brightness until picture is clear.
   i. To focus, begin with focus wheel in the default position (arrow on 50) and slide wheel left or right.
   ii. If brightness needs adjusted, the knob on the rear left side of the scope can be turned to increase or decrease brightness.

3. Examination

a. Grip otoscope firmly like a pencil with dot upwards.

b. Grasp upper edge of the ear (helix) with the opposite hand.

c. Pull pinna gently upward and back for adults and down and back for children to straighten the ear canal.

d. Insert lighted otoscope into the external auditory canal and advance slowly until past external canal hairs.

e. Rest your fingers against the patient's head to avoid injury if patient moves suddenly.

f. Continue advancing slowly to visualize the ear drum. Adjust focus with index finger as necessary.

g. Show the entire canal and tympanic membrane.

4. Normal Exam Results

a. The ear canal differs in size, shape, and color from person to person. Normally, the canal is skin-colored and has small hairs. Yellowish-brown earwax may be present. The eardrum is a light-gray color or a shiny pearly-white. Light should reflect off the eardrum surface.

5. Exam Completion

a. Turn off scope and wipe with **dry** cloth.

b. Close software. Always logout of software instead of minimizing the toolbar.

c. Clean specula with soap and water and allow to air dry.

ADDITIONAL RESOURCES AND QUESTIONS

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