Teladoc Health[®]

Virtual Sitter

User Guide

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Patent(s):

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Definition of "Device"

Use of the word "device(s)" in this User Guide refers to Teladoc Health telehealth products, not medical devices as defined in Section 201(h) of the Federal Food, Drug, and Cosmetic (FD&C) Act.

In addition, the term "mobile devices" refers to smartphones and tablets.



Virtual Sitter Overview

Teladoc Health offers hospitals and health systems inpatient virtual nursing solutions to help alleviate the burden of the nursing shortage.

In select circumstances some hospital patients require continuous 24x7 observation for increased patient safety. The Teladoc Health Virtual Sitter solution enables a remote observer on the hospital nursing team to continuously monitor multiple patients in a hospital setting.

The Virtual Sitter solution is a web-based user experience that allows the remote observer on the nursing team to view video streams from up to 25 patient rooms with Teladoc Health Inpatient Connected Care Devices simultaneously. The Virtual Sitter solution can be used alongside virtual nurse sessions or standard telehealth consultations with remote providers, all on the same device.

In addition to observing the patient rooms for safety, the remote observer, also known as the virtual sitter, may issue one-way pre-recorded audio commands to patients in multiple languages, initiate two-way audio to communicate with and redirect a patient, issue audible alarms for bedside assistance, temporarily hide videos from the monitoring screen for patient privacy, adjust the camera for low light settings, and transfer patients to a different sitter at the end of their shift for ongoing monitoring and care.

Virtual Sitter Definitions

Virtual Sitter - The virtual sitter is the hospital employee who is responsible for remotely monitoring and observing a session of up to 25 patients at a single time.

Virtual Sitter session - A Virtual Sitter session is made of up to 25 rooms, each room consisting of one patient. Each session is established by the virtual sitter.



Virtual Sitter System Requirements

Supported Operating Systems

OS	Versions
Windows	Either of the latest two major updates to Windows 10 and Windows 11
MacOS	Either of the latest two major releases of MacOS

Supported Browsers

For the highest quality and most stable experience, we recommend keeping browsers up-to-date and using a browser release version that is less than six months old.

Browser	Version	OS
Chrome	Browser versions less than 6 months old .	MacOS and Windows
Firefox	Browser versions less than 6 months old .	Windows
Edge	Browser versions less than 6 months old .	Windows
Safari	Browser versions less than 6 months old .	MacOS

Recommended Monitor Size and Resolution

- A monitor size of 22 inches" or greater (measured diagonally)
- A screen resolution of 1920 x 1080 or greater

Recommended Hardware for Running the Virtual Sitter Application

Windows PC

- **Memory (RAM)**: 16 GB or higher (32 GB or more recommended)
- **CPU**: Intel Core i5 (11th generation or later) or AMD Ryzen 5 (4th generation or later)
- **Storage**: 512 GB or larger SSD (NVMe, PCIe 3.0 or later)
- Network: Ethernet (RJ-45)
- GPU: NVIDIA GeForce GTX 1660 Super or later (or equivalent) or AMD Radeon RX 5600 XT or later (or equivalent)

Apple Mac

- **Memory (RAM)**: 16 GB or higher (32 GB or more recommended)
- **CPU**: Apple M1 Pro or M1 Max (or later) or Intel Core i5 (11th generation or later)
- **Storage**: 512 GB or larger SSD (NVMe, PCIe 3.0 or later)
- **Network**: Ethernet (RJ-45)

Microphone and speaker

For optimal quality a USB headset is recommended, although integrated microphones and speakers on laptops are supported.

Webcam

A 720p or better integrated or external webcam with good lighting



Logging In

Virtual Sitter is accessed from a web browser on your health system computer. Your admin team will provide you with your login credentials and the website URL to access.

Note: There may be unique instructions for accessing Virtual Sitter for your health system. Some health systems may have enabled enterprise authentication.

- 1. Navigate to the website URL for Virtual Sitter
- 2. Enter your email or username and password and click Sign In

Telado	
Email or Username	
Password	
	Q
Forgot your password?	
Sign In	>
Enterprise Sign In	>

Navigating the Virtual Sitter App

After logging into Solo and the Virtual Sitter experience you will see a list of all Virtual Sitter sessions across your team.

A Virtual Sitter session is a grid of patient rooms monitored by one or more virtual sitters on the care team. As a virtual sitter you may join an existing sitter session or start a new sitter monitoring session of patient rooms.



			Your user profile
Tel	adoc. HEALTH		8
	essions 🛱 Rooms		
List of sitter sessions across your team	Active Sessions	Create new session	Start a new sitter session of patient rooms
	S No sitter in session 8 rooms Shift duration: 00m	Join session :	
	East Hospital 0 rooms Shift duration: 06d 09h 20m	Join session 🗄	Join and support an existing sitter team
	North Lake Hospital - High Risk Recovery 22 rooms Shift duration: 32m	Join session :	member on their session
	West Hospital - High Risk Rooms 3 rooms Shift duration: 10d 38m	Join session	

Once in a virtual sitter session the virtual sitter will see the grid view of patient rooms they selected for that session. More rooms may be added after the session has begun up to a maximum of 25 patient rooms.



While in the virtual sitter session the sitter may click the menu header on the top of the app to see options for managing the overall session including the option to edit detection areas across the rooms. Hover over any room tile in the grid view to see quick controls for that specific room.





In the sitter session the virtual sitter can also click on any patient room in the grid view to see that room in higher resolution as well as all controls for that patient room in the right panel. The sitter can click **Close Details** to close the right panel.





Start a New Monitoring Session

After logging into Solo, the virtual sitter can either join an existing session or create a new session.

1. Click **Create new session** to setup a new monitoring session

		Click Create new session to setup a new monitoring session	
Teladoc.			8
🖹 Sessions 🛱 Roor	ns		
	Active Sessions	Create new session	
	Cameron Smith 6 rooms Shift duration: 07d 17h 40m	Join session	
	Felix Giangulio 15 rooms Shift duration: 21d 23h 54m	Join session	
	James Rosenthal 3 rooms Shift duration: 15d 02m	Join session :	

2. Select the patient rooms to monitor

sions 🛱 Roo	ms	New session	
Seleo	ct up to 25 rooms	POC NUC VS: TV Pro One V1 (935006)	
fro	om those listed	POC NUC VS: TV Pro One V1 (935007)	
	6 rooms Shift duration: 07d 17h 43m	POC NUC VS: TV Pro One V1 (935008)	
	Felix Giangulio 15 rooms Shift duration: 21d 23h 57m	POC NUC VS: TV Pro One V1 (935009)	
	James Rosenthal	POC NUC VS: TV Pro One V1 (935010)	
	3 rooms Shift duration: 15d 05m	DOC NUC VS: TV Pro One V1 (935011)	
		DOC NUC VS: TV Pro One V1 (935012)	
		POC NUC VS: TV Pro One V1 (935013)	



3. Review the selected rooms at the top of the list and if they are the correct rooms then select **Start session**



4. After you click **Start session** the app will begin to load a view of each selected room.





Monitor New Patient Room

New patient rooms can be added to an existing monitoring session.

When adding a room equipped with a wall-mounted or "fixed" TV Pro Device, the room and device can be added in one step. When adding a room with a mobile TV Pro 300 Cart inside it, the remote observer can first select the hospital room and then the name of the device.

To add a new room to the current session:

1. Click Add to Session button from the top toolbar



2. The **Add to Rooms** panel will open on the right side of the screen. Click on the **Search for room** input box and start typing a room number.

	Add rooms to session	×
	Add room by searching	
Enter the room number to add it to the current session	Q. Search foirroom	

 Available rooms will appear in the list based on your input. Select the room you want. Note: If the room is monitored with a mobile cart instead of a fixed device you will have to select the cart. Typically this cart name will be communicated to you in advance by your team.





4. Click Add rooms to session







Assign a Patient to a Patient Room

When adding a room to a session there is an option to assign the patient.

If the patient can be found in the search list, select the patient from the search results.

If a patient cannot be found you can add a new patient in the system.





No Patient Found - Add a New Patient

If the patient cannot be found to assign them to the room, click the option to Add new patient.



When adding a new patient add all relevant patient details including the reason for monitoring.

	O E		Patient details * required fields First name *	IXL VS: TV Pro 300 (120470) Middle name
Bookley, Sid Patient isolation Bedside contact x5412 PUXL VS: TV Pro 300 (120464)	No Patient Bedside contact	POC NUC VS: TV Pro One V1 (935007)	Jean Last name *	Date of birth
			Strickley	01/01/1980
		Enter the information for the required fields	MRN E1234	Preferred language Select language
En Close Dotada			Gender Gender Fernale Male Monitoring details Bedside contact	English b Spanish American Sign Arabic
			Reason for monitoring *	
			🔲 Fall risk	
			Combative	
			Patient isolation	
			Additional comments	
		Click Add new patient when done entering required information		enso Cancel Add new patient



Camera Controls

Select the patient room image to access the camera controls in a focused view for that patient room.



		s the low ligh node on and			observer		remote ophone on ff		
Toggles the patient camera on and o				patient's on and off					Toggles the patient's alarm on and off
	Camera	्र्ष्: Low light	¥ی Listen	کی Speak				Alarm	
		rded command	ls	Stop		nglish	Stay in bed	~ ►	
	Ca	lling nurse 🕨							
			Sel	ecorded m in the patie ect the patien nguage be	ent's room. tient's spok	en			

In the tile view the following camera controls are available





To access the Pan Tilt Zoom (PTZ) camera open the More Actions menu from a tile and click the PTZ camera option.



Once the PTZ camera is selected, the following controls can be used to operate the camera:

Point-to-See

A left click of the mouse anywhere on the Remote Camera View centers focus to that location.

Box Zoom



Left click at the center of what you want to view, then hold and drag the Mouse cursor over the area to be enlarged, and then release the mouse button. This zooms in on the selected area.

Scroll Wheel Zoom

Zoom In - Roll the mouse scroll-wheel forward.

Zoom Out - Roll the mouse scroll-wheel back.

Return to Full View

If zoomed in, a right click of the mouse anywhere on the Remote Camera View zooms out to full view.



To open the room in the focused view in the right panel when the video tile is showing the PTZ camera, click on the patient info banner below the video tile.







Transfer Patient

Virtual sitters will typically transfer patients at the end of their shift.

To transfer a patient from one Virtual Sitter session to another.

1. Select the Transfer patient icon in the top toolbar.



2. Click on the circle icon in the top right of each video to select individual patients or use the "Select all rooms" button to transfer all patients:



3. Select the session to transfer patients to.





4. Select Transfer to session to initiate the transfer.





Remove a Patient from the Current Session

To remove a patient from the virtual sitter session:

- 1. Click on the patient room in the grid view layout to open the right panel
- 2. Select **()** at the top right of the screen to display the options:
 - **Remove from session** removes the patient and room from the Virtual Sitter's session but will leave the patient assigned to the room.
 - **Discharge** will remove both the patient and room from the Virtual Sitter's session and also unassign the patient from the room.

Note: Discharge is only available when there is a patient assigned to the room.





Customize Video Grid

The virtual sitter can choose to change the sorting order of their video grid to be based on the patient's last name or reason(s) for monitoring, or they can create a custom order by dragging the video tiles around and dropping them in the desired order.





Preconfigured and Free-Text Intervention Notes

When logging an intervention, the virtual sitter can quickly select a preconfigured note from the options below.

Note that multi	ple selections ca	an be added to a	a single logged	event
	pic 30100110113 00		a single logged	Cvont.

Report events	Click on the chevron here to
	open this menu
Select directions you made	
+ Stay in bed + Keep arms still + S	Stay in chair
Select actions you made	
+ Called nurse for assistance + Sent page	e + Sent alert
Select event	× 1
+ Inappropriate behavior + Patient move	ed + Patient fell
	Submit event
	×

If the virtual sitter wants to submit a note documenting any interactions they had with a patient so that they, other virtual sitters, or virtual sitter program managers have a reference of incidents requiring intervention for a particular patient, they can do that as well with a free-text note.





View Intervention Notes and Activity Log

A virtual sitter can view a chronological log of actions (e.g., verbal communication, alarm issued) taken on a patient as well as any events (e.g., fall or attempt to leave bed) that have been reported for that patient. The virtual sitter can also view submitted intervention notes.

This reference information about a patient's sitting history may help sitters to form an idea of which patients require relatively more attention.

The Virtual Sitter will only display notes that are tied to the current sitter registration. That is, if a patient was registered for sitting before but then discharged, the system will not show notes related to the old registration.

Times on the event log should be displayed in the patient time zone.



The Activity log will default to the last 24 hours but can be changed to a customize date range.





Session Refresh

During very long sessions the Virtual Sitter app may notify you that the *Session needs to automatically reload*. You can either click the option to Refresh now or wait for the app to automatically refresh.



Shift Handoff

For long sessions where a shift change occurs, there are five things to note.

- 1. The Shift duration on the home page reflects the current shift, not the total time of the session.
- 2. The name displayed on the session list is the sitter user currently in the session, not the sitter who started the session. If multiple Virtual Sitter users are in a session, the name of the user who has been in the session for the longest consecutive period (Primary Sitter) shall be displayed.



Teladoc.		(8
Current Virtual Sitter or Primary Sitter	Active Sessions	Create new session
	Alana Kennedy 0 rooms Shift duration: 01d 12h 16m	Join session
	Cameron Smith 6 rooms / Shift duration: 07d 19h 27m	Join session :
Shift duration of current shift	Felix Giangulio 15 rooms Shift duration: 22d 01h 41m	Join session :



- 3. The Leave session button is deactivated when only one virtual sitter is present and is connected to at least one patient. This is to reduce the risk that a patient is disconnected and accidentally lost.
- 4. The sitter can leave a session if more than one virtual sitter user is participating in the session.
- 5. A virtual sitter user who is actively monitoring patients will receive a notification if a second virtual sitter joins their monitoring view.



Rooms and Patients Dashboard

The Virtual Sitter Rooms and Patients Dashboard features a real_-time operational reporting look at all the patients, rooms₇ and Virtual Sitter users within the practice. This report requires an additional permission that can be turned on for users by your Teladoc Health representative. The dashboard shows a list of all rooms and devices that can be used in a Virtual Sitter program with the current status of the device, assigned patient, activity level of the patient, monitoring duration₇ and the Virtual Sitter user connected to the device.





The report statuses have the following definitions:

Assigned — A patient is assigned to the device and the device is connected to a session.

Not Connected — A patient is assigned to the device, but the device is not connected to a session. Usually indicative of an accidental disconnection that should be followed up on as soon as possible.

Awaiting Patient — A device is connected to a session, but a patient has not been assigned to it.

Inactive — A device is not connected to a session and a patient has not been assigned to it. In other words, the device is idle and available to be used.



Teladoc. HEALTH	Q. Search	8
← Bookley, Sid DOB 01/01/1985 MRN Language English Gender M		
Current sitter Whitesides, Luke Reason for monitoring Patient isolation Time monitored 14m Device PUXL VS: TV Pro 300 (120464) Device type Fixed device		
Patient activity while monitored		E Last 24 hours v
Today	Responsible sitter Whitesides, Luke	Patient time zone - PDT
English command: Stay in bed		
☆ 08:48 AM • by WI s. Luke		
Documentation Sent alert Called nurse for assistance Patient moved	₽ ₽	
学 08:47 AM • by W 🔤 📧. Luke	View the Activity Log here	
Alarm on - 2 sec		
⇔ 08:46 AM • by Ws. Luke		
Listen off 2 Listen on Speak on Speak off Camera off Camera on English command: Introduction		
Documentation Received contraband		
⇔ 08:39 AM • by WIs. Luke		
Assigned to PUXL VS: TV Pro 300 (120464)		
Reason for monitoring Patient isolation		

Observation Assistant

The Observation Assistant is an Al-powered feature that can identify a patient, detect motion by the patient, and detect changes in the patient's pose relative to their bed. Based on these detections the assistant can produce a visual cue to the virtual sitter in the form of a yellow border around the patient video. The purpose of the yellow border is to direct the user's attention to the video of a patient who may need attention

Additionally, if a Detection Area has not already been added, the user can add a detection area to help assist the AI with more accurate predictions.

A detection area is a four-sided shape the virtual sitter can draw around the patient's bed. For optimal performance, it is recommended that the detection area be drawn to match the outline of the patient's bed as closely as possible.

Note — In order for the Observation Assistant to function correctly, the device camera must be positioned at least 5 feet away from the foot of the patient bed, pointed directly at the bed and with the entire bed within the field of view.

Add Detection Areas

When a new device that is enabled for the Observation Assistant is added to a session for the first time, the user will be prompted to add the Detection Area.



The Detection Area can be drawn by selecting the vertices of the box that appears and dragging them to the desired positions, so the shape matches the outline of the patient bed.

If a device is added that previously had a Detection Area drawn, it will load by default. The user may change this Detection Area if needed.



Edit Detection Areas

At any time during a session, a Virtual Sitter user may select the Observation Assistant icon in the main session toolbar to View or Edit Detection Areas for any devices in their session.

1. Hover over the bar on the top of the app screen and click to expand the toolbar The bar is closed by default



When the bar is opened you will be able to see additional actions you can take





2.Click the observation areas button



3. Click the 'Edit detection areas' option



. 4. Move the vertices (dots) on the image to create a new detection area



6. Click 'Save and close' on the top right of the app





Visual Cues

When the Observation Assistant detects a material amount of motion or changes in the patient's pose, then a yellow border will display around the tile, along with a label informing the user that motion was detected.



Dismiss Visual Cues



A dismiss button will be available so that the user can dismiss the yellow border if the patient is not in need of their attention. Dismissing the Visual Cue will silence further Visual Cues from this patient for 30 seconds.



- 1. Move your mouse to the patient video while the Visual Cue is shown
- 2. Click the 'Dismiss' text on the top right of the patient video

Deactivate Visual Cues

If the Observation Assistant is not needed for a longer period of time for any reason, it can be paused for a given patient by selecting the More Actions menu in the tile and selecting the option to 'Hide Assistant' to hide the Observation Assistant.



- 1. Hover your mouse over the patient video in grid layout
 - 2. Select the ':' icon at the top of the patient video to see a menu of options



3. Select the 'Hide assistant' option in the menu





To deactivate the assistant for multiple patients, repeat the step on the other patient videos.

Reactivate Visual Cues

If the Observation Assistant was deactivated, it can be reactivated for a given patient by selecting the More Actions menu in the tile and selecting the option to show the Observation Assistant.



- 1. Hover your mouse over the patient video in the grid layout
 - 2. Click the ':' icon at the top of the patient video to see a menu of options



3. Click the 'Show assistant' option in the menu



To reactivate the assistant for multiple patients, repeat the step on the other patient videos. If you have not used the assistant feature on that video and do not see an option to enable the assistant, then that remote device may not support the assistant feature.



Support Chat

If enabled in your Virtual Sitter practice, there will be a button in the top toolbar that allows users to live chat with the Teladoc Technical Assistance Center (TAC). If this option is selected, then a popout window will open to live chat with TAC.



Video Heartbeat

The Video Heartbeat is a feature that informs users when there is a live video connection with each device. The Virtual Sitter system uses an advanced algorithm to identify if live video is being received and will update a status icon in the top right corner of each video.

A pulsing green icon indicates that the video being received is live.



A red icon indicates the video is not live and can be caused by network issues. If the red status does not resolve within a few seconds, the user should attempt to remove and reconnect the device and contact the Teladoc Technical Assistance Center (TAC).





Contact Information



24/7 Technical Support 1-877-484-9119 tac@teladochealth.com



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About Teladoc Health

Teladoc Health is the global virtual care leader, helping millions of people resolve their healthcare needs with confidence. Together with our clients and partners, we are continually modernizing the healthcare experience and making high-quality healthcare a reality for more people and organizations around the world.

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