

## Voalte Me Camera: Tip Sheet

We know sharing images can be useful for communicating with other team members, so with the approval of the Privacy Office, we've **enabled the Camera option in Voalte**. This ensures photos are shared privately using encrypted phones. We expect you to adhere to the following guidelines when sharing photos in Voalte:

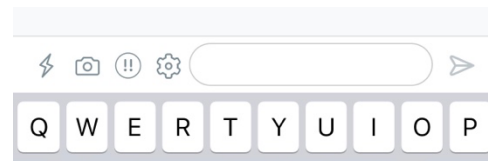
### Guidelines for Using the Camera Feature

- Do **not** use Voalte to take a photo if the **intent** is for the photo to end up in the patient's medical record
  - Photos communicated using Voalte **cannot be added to the patient's record**
  - To add a photo to the patient's medical record, use the Rover or Haiku app on the shared phone. Not sure which to use? Please talk to your Director.
- Photos communicated using Voalte are **not** stored on the phone. Photos can/will be audited as necessary.
- Remember: Voalte is a communication, not a documentation tool

Note: The camera in Voalte will not scan QR Codes.

### Sending Photos from Voalte Me

1. From a new message, click on the Camera icon
2. Choose "Camera" or "Library"
  - If selecting Camera, take photo and click "Use Photo." You can add text or just click "Send."
    - a. These photos will not save to your camera roll; they stay in Voalte
  - If selecting Library, your phone's photo app will open. Select a photo then add text or click "Send."



All photos will be sent with note saying: "Images are not recommended for diagnostic purposes."

### Voalte Me Permissions

- If you do not see the Camera option when you compose a text message, log out of Voalte Me, then Force Quit the App. When you log back in, you will see the Camera.
- If when sending a photo, you see this pop up, tap "Go to Settings" to enable the Camera & Photos access for Voalte Me.

