



Lights! iPad! Action!



For WCHC Providers & Staff

Five Easy Steps to Recording Patient Stories



**West County
Health Centers**

Caring for our Communities

a california *health+* center

What makes a story **RIGHT** for recording ?



The **story** ...

- 💡 Is about a **personal** experience:
 - ✓ care at WCHC
and/or
 - ✓ their own health and wellness journey
- 💡 Moves you emotionally
- 💡 Makes you feel that others would want to hear it, too
- 💡 Can be told within a manageable timeframe (≤ 5 minutes)



“Tap” into Your Inner Director

- Step 1: Permission
- Step 2: Lighting & Sound
- Step 3: Camera-Ready
- Step 4: Shoot & Review
- Step 5: Save & Share



Equipment...

Battery Percentage



- Your staff iPad is handy, charged up & turned on ✓
- You have Release Forms ready ✓

Step 1: Permission

- ASK the “speaker” – Patient/ Client, or fellow Staff Member:

“May we videotape your story for WCHC to share on our Apple-TV network, website and other communications?”

- ASK the speaker to complete the **standard release form**. Turn it in to your supervisor.



WEST COUNTY HEALTH CENTERS, INC.

Occidental Area Health Center • Russian River Health Center
Sebastopol Community Health Center
Forestville Teen Clinic • Forestville Wellness Center
Russian River Dental Clinic & Mental Health

STANDARD RELEASE FORM

I hereby consent to any recording of myself on videotape, film, audio tape, paper, digital medium, or otherwise, by West County Health Centers (WCHC).

I authorize the use of such material for any proper and legitimate educational or commercial purposes by WCHC. I acknowledge WCHC's ownership of the material and further agree that you may use my name, likeness and biography for the purpose of promoting the program. I warrant and represent that all material furnished by me is my own or for which I have full authority for such purposes.

Signature _____ Date _____

Name (please print) _____

Street Address _____

City, State, Zip _____

Telephone _____

Email Address _____

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www.wchealth.org

Step 2: **Lighting** & Sound

- Adjust window blinds or shutters and turn on lights
- Focus light onto the speaker's face (front & side, not from behind)

bad



better



best



Step 2: Lighting & Sound

- Close the door to mute outside noises
- Turn **UP** the volume on the iPad

↓ *Volume Buttons (top of iPad)*



*Home Button
(always returns you
to home screen)*

Step 3: **Frame** & Focus

- ORIENTATION: Hold the iPad horizontally (“landscape”)
- FRAME: Situate the speaker in the center of the frame

Medium Shot



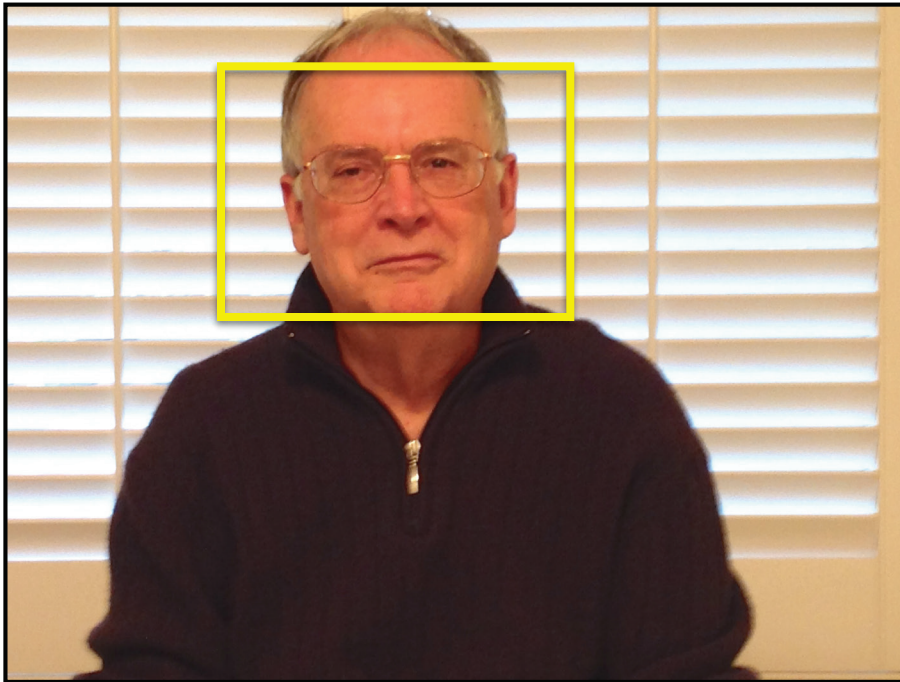
Medium Close-Up



Close-Up



Step 3: Frame & Focus



- Tap the iPad screen to reveal the automatic exposure/focus rectangle and center the speaker's face within it

Step 4: Shoot & Review

Camera
LENS
(back of iPad)



- Tap the CAMERA icon



- Drag the slider DOWN to select VIDEO

Step 4: Shoot & Review

The Time Code logs the video duration

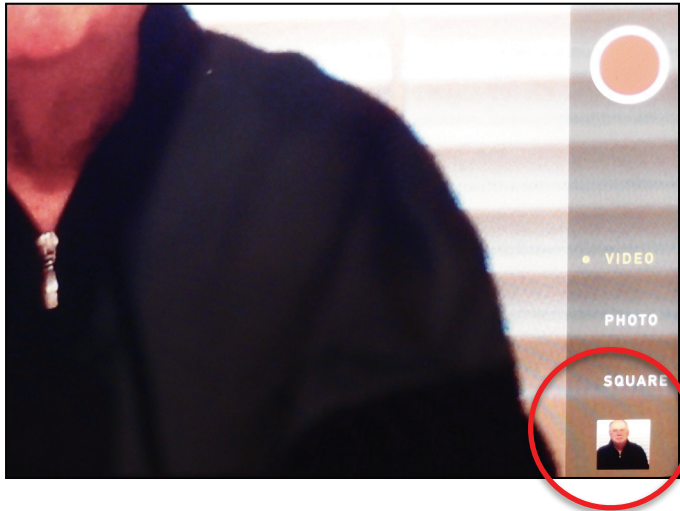


Shutter

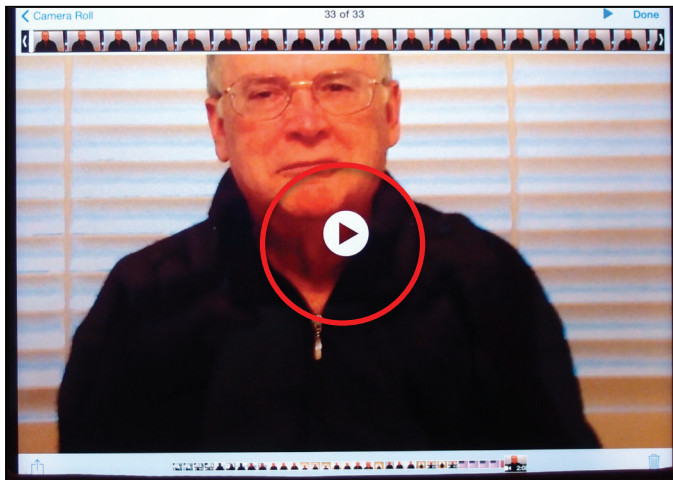
Tip: Rest the iPad on a level surface while recording to prevent a shaky image

- Tap the red SHUTTER button (or either volume button) to START recording
- *Count to five* before signaling the speaker to begin talking
- When the speaker is finished, *count to five* before you tap the SHUTTER button (or either volume button) to STOP recording

Step 4: Shoot & Review

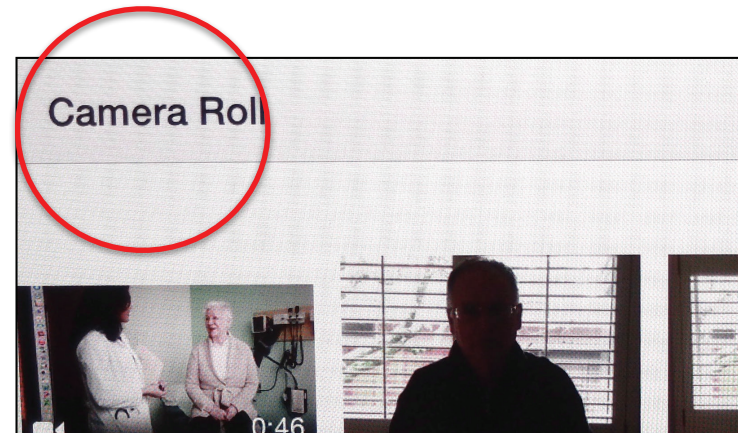


- Tap the THUMBNAIL image to select the video for review



- Then tap the CENTER ARROW to play back the recording

Step 5: Save & Share



- The video is automatically saved to the CAMERA ROLL
- You may also tap PHOTOS on the home screen to retrieve the video

Step 5: Save & Share

- 
- Upload the video to **WCHC's Docshare**
 - Use only the speaker's first name & last initial to label the video file in Docshare
 - After successful upload, delete the video from your iPad



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Ready for your next shot?

idh

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