

ENVISION NEW MEXICO TELEECHO CASE CONSULTATION REQUEST GUIDELINES

To support consistency and build confidence and comfort in the telehealth format of our educational and clinical programs, please refer to the following guidelines when structuring your case consultation.

We trust the care that you provide, and the purpose is for consultation not as a critical analysis of your performance.

Envision NM teleECHO clinics are 1 to 1-½ hours in length. A 20-minute didactic presentation will be followed by up to three 20-minute case consultations. Cases do not need to be specifically related to the didactic presentation.

Participants of telehealth clinics represent a variety of healthcare disciplines and experience; however, all are involved in some aspect of providing quality healthcare to New Mexico's children.

TIMELINE FOR REQUESTORS:

1. Please contact Michelle Widener (miwidener@salud.unm.edu) and Kevin Werling (kwerling@salud.unm.edu) to schedule your case in one of the available time slots.
2. E-mail your typed and completed Case Consultation Request Form to Michelle Widener (miwidener@salud.unm.edu) and Kevin Werling (kwerling@salud.unm.edu) **no later than 10:00 a.m. the day before your presentation.**
 - A. All cases must be de-identified; please omit patient name, birth date, initials, and medical record number when filling out the form. Your case will be assigned a unique identifier at Envision New Mexico (ENM).
 - B. Complete the Case Consultation Request Form with all relevant information. This is especially helpful to the clinic's pediatric specialists in focusing on resources that will be most helpful. You may even find the form helpful in structuring care provided at patient clinic visits.
 - C. It is your responsibility to finalize content before submission.
3. On the day of your case consultation if you are presenting in person, please arrive at Envision New Mexico 5 – 10 minutes prior to the start of the clinic to familiarize yourself with the arrangement of the telehealth conference room.
 - A. You are encouraged to present your case using the telehealth technology available at your clinic site.
 - B. Consultations from remote sites can be accomplished by having the facilitator at ENM advance through your completed consultation request form displayed on the screen while you present the information. Please log on and/or call in at the beginning of the clinic.
 - C. If you are unsure about presenting a case yourself, ENM staff will present your case if you agree to be present on the clinic via audio or other telehealth application.

**Thank you for sharing your expertise and working toward improvement in healthcare
for all children in New Mexico!**