How to Submit a TB ECHO® Case

Prior to submitting a case, contact a session coordinator (see *TB ECHO® Contact Information*) to ensure there is space and inform the program of your intent to present.

Complete and submit the ***Patient Intake Sheet*** one week before you would like to present and receive consultation.

- Please complete this form for <u>new</u> cases, if a patient has never been presented.
- If a patient is already on treatment (or has completed treatment), please also submit the ***Treatment Intake Sheet.***
- If a patient has previously been presented, use BOTH the *Patient Intake Sheet* and *Treatment Intake Sheet* forms and only complete necessary updates. Indicate the original presentation date at the top of the *Patient Intake Sheet* in the "Initial Report Date".
- Include EMR notes, imaging reports, other diagnostics, and labs – just be sure to redact any personally- identifying patient information (names, MRNs, insurance information, addresses, exact days and months of birth, etc.) <u>**It is the responsibility of the facility to protect patient information. Remove all Protected Health Information from all paperwork BEFORE sending it to the Department of Health.**</u>

Fax the forms and additional documents with the ***TB ECHO® Facsimile Transmission*** cover sheet to TB ECHO® staff no later than 3pm on the Thursday before the desired Monday session. After submitting the case, you will receive email confirmation of inclusion on agenda with date of TB ECHO®.

How to Number a Case

Cases should be numbered sequentially, using your unique site identifier and a three digit number. **Your three-letter site identifier is located in this welcome email. The three digit number is based on the sequence of the cases submitted.** For example: If your site identifier was ABC, your first case submitted would be: ABC-001. **It is the responsibility of the site to keep track of each case number and the corresponding patient information. Please contact a session coordinator, if you need assistance with case numbering.**

On the Day of Case Presentation

Please connect to the session 10-15 minutes before the official start time and let us know, in advance, if you need to present at a specific time; we will do our best to accommodate that request. When we call on you to present, make sure to unmute your microphone. If you need to reach us during a session, you can email us. The session coordinator information will be listed on every weekly agenda.

How to Present a Case

The primary purpose of case presentation is for the tuberculosis experts to gain a brief understanding of pertinent case information and your main clinical question, taking only 5-10 minutes. **Remember to omit protected health information from your case forms and presentation.** Refer to the enclosed *TB ECHO® Case Presentation* form as a script for presenting your case.

Additional Details/Reminders

As a TB ECHO® participant, we strongly encouraged you to present at least **ONE CASE A MONTH** in order to fulfill our collective goal of telementorship through case presentation and enhanced case management.

Intake sheet and additional forms must be received by Thursday 3pm BEFORE the Monday of TB ECHO® for new cases.

A review of a previous case may be submitted until Monday 9am of the TB ECHO® date with an email notification to the session coordinator of your intention to submit.

<u>TB ECHO® is NOT a venue for reporting a case of tuberculosis.</u> If a patient is placed on active tuberculosis disease medication or if a patient is suspected of tuberculosis, you must report the case to your local health department or jurisdiction within 24 hours.