



Uniting Families and Military Personnel



Missouri Telehealth Network

Advancing health care through telecommunications



 University of Missouri
HEALTH CARE
The care you deserve from the team you trust.

Checklist for Scheduling a Videoconference

Using this checklist to schedule a videoconference with service members serving abroad will help facilitate the process. Please check off each item in consecutive order. If you have any questions please contact the Missouri Telehealth Network by phone or e-mail. MTN contact information is provided at the bottom of this page.

- Family members and service members have discussed videoconferencing opportunities and potential dates.
- The service member in Iraq has spoken with and received permission from their Commanding Officer to participate in a videoconference with their family.
- The service member has visited the Freedom Calls Foundation (FCF) site at their base camp and scheduled a date and time for the videoconference.
- The service member has contacted his/her family and provided them with the date and time of the videoconference.
- The family has obtained and completed the FCF/MTN Videoconferencing Request Form.

The form will ask for service member's full name, rank, unit, commanding officer, e-mail address, and base camp. The family should have this information ready before accessing and completing the form.

The form can be completed on line by going to the MTN website. It is also available on the MTN website for downloading to your computer or by calling or e-mailing MTN.

For computer users, this form is in PDF format and can be completed using Adobe Acrobat Reader. Then print, fax or mail the form back to MTN. Users with Acrobat Standard or Professional versions can save the form to disk and e-mail it back.

- The family has sent the completed FCF/MTN Videoconferencing Request Form to the Missouri Telehealth Network by e-mail, fax or mail.
- The family and service member have received confirmation from the Missouri Telehealth Network that the videoconference has been confirmed with the closest MTN site and the Freedom Calls Foundation.

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