Usage Form FAQs

When do I submit a usage form?

A usage form needs to be submitted when the telehealth equipment is used for non-clinical purposes; when the equipment is used for anything other than a patient appointment. This includes grand rounds, meetings and educational programs. If you have any questions about when to submit a usage form, please do not hesitate to contact Kyna Byerly at (573) 882-7444.

What is the purpose of the usage form?

MTN uses the usage forms submitted by the sites to track non-clinical use of the telehealth equipment. This information has many uses, one of which is to show what value telemedicine has in addition to providing care for patients.

How do I fill out a usage form?

Below please find some general tips for filling out a usage form:

TELEHEALTH USAGE REPORTING FORM

When utilizing the telehealth system, please submit (email or fax) the following information to:
UMC Telehealth, Attn: **Clinical Coordinator**
EMAIL: mtn@health.missouri.edu
FAX: (573) 882-5666

Do not report if you are utilizing the system for patient consults/services. Only the site coordinating the call should submit a report.

HOSTING DEPARTMENT/HEALTH CENTER: **Your Site Name**

DC/ ADDRESS_____ DATE:_____
TIME: _____ Start _____ End _____

Date, Start, and End Times the Meeting Occurred

TOPIC/SUBJECT OF PRESENTATION: **Title of Meeting/Conference**

Please indicate one of the following →

- ☐ Medical (i.e. Grand Rounds, multi-disciplinary)
- ☐ Administrative
- ☐ Educational
- ☐ Committee Meetings
- ☐ Other _____

Other locations included in the call:

AGENCY/SITE NAME:
AGENCY/SITE NAME:
AGENCY/SITE NAME:
AGENCY/SITE NAME:
AGENCY/SITE NAME:
AGENCY/SITE NAME:

Please list the names of the sites that you connected to, being as specific as possible. Listing the town only will not provide MTN with enough information. For example, if "Columbia" were to be listed, MTN would not know which Columbia site, as there are over 40 different sites in Columbia. An easy way would be to list the site name the way it appears in your Polycom directory or address book.