

**Heartland Clinical Services Committee
Teleconference Meeting
Date: May 21, 2007
Time: 9:00AM**

Members Present: Blaine Bendure, Quinn Stein, Amy Brower, Anne Gramiak, Brad Schaefer, Jeanne Egger, Lori Williamson, Mary Riske, Ralph Vogel

RCC Team (ex officio): Lori Williamson, Kyna Byerly

Agenda Item	Discussion/Conclusion	Recommendation/Action
Review of March 6, 2007 Minutes	No changes to minutes so accepted as presented	Minutes approved
Heartland Website	<p>Clinical intake forms are available on the website under each State. Capabilities of website include: Can directly link to other sites; link to Gene Tests Directory; Individual listings; Committee Mass email option-(Quinn had to change commas to semicolons to use this option-Kyna to investigate)</p> <p>Telemedicine profiles have been added to the website for all 8 Heartland States</p> <p>Byerly reported that the Heartland website will be redesigned</p>	<p>Encourage use of the Heartland website. Send information about the website to primary care health providers in your State. Gramiak will promote via AAP Chapters. (2 paragraph summary in AAP State newsletters and give link to website)</p> <p>Go to website and see how easy it is to use and let Byerly know any comments or suggestions to improve</p>
Telemedicine Resource Manual	<p>Asked for suggestions on how to list the components of the Manual. Agreed to use: Introduction, Policies and procedures, Sources of Funding, Information for patients, Information for providers, Billing, Role of telemedicine coordinator, Other personnel needs, Equipment, References, Things learned from experience(from various States)</p> <p>One page summary of “how to start” – list of 15 -20 issues to consider before starting a telemedicine program.</p> <p>Consider putting manual together as a booklet, perhaps PDF</p>	<p>Bendure will delegate the first 5 sections to committee members (via email) to write up; each section no more than 2 pages per section. Be brief and concise, use bullet points, and provide practical information.</p> <p>Bendure will send a copy of his presentation on telemedicine to any interested members. If you have difficulty finding information on the section you are assigned, email the committee members for help.</p> <p>Have a draft of your section ready by next conference call. Manual to be complete by September conference</p>

New Business		
ATA Meeting	Bendure attended the ATA meeting and presented our telemedicine intake form and participated in roundtable discussions regarding the structure and funding of telemedicine.	
Heartland Regional Council Meeting	Stein reported on the activities of our Committee elaborating on the telemedicine project	
Heartland Regional Coordinating Center report	Williamson reported on RCC activities. Minutes of the last meeting should be out. HRSA (funding agency) will be sending a letter regarding limitations of the Grant. The telemedicine survey we developed has been expanded and it will be utilized on a national level via an electronic system. Discussion followed regarding the use of this information.	Williamson will obtain clarification from the national office regarding utilization of the survey information and disseminate to our Region. You will probably need to complete the survey on line when you receive it.
Annual Meeting	Dates and information are on the Heartland website. (September 6-7 at the Hilton Skirvin Hotel in Oklahoma City, OK) Volunteers are needed for the planning committee to plan content and organization (consist of 3-4 phone calls, emails for approval and input. Also arrange people to do introductions of speakers. Needs to be completed by the beginning of August.	Schaefer, Vogel, and Egger volunteered.
Next Meeting	Plan for July. Focus will be on the rough drafts of the first 5 sections of the telemedicine manual.	Email Bendure 3 or 4 dates when you are available for July conference call. To be scheduled for July 2007