



DOH 343-139 April 2023

## How to Submit a Case

To submit a case, contact session coordinator, Lana Kay Dov (see [TB ECHO® Contact Information](#)) to ensure there is space and request time to present.

Step 1: Register for TB ECHO: <https://doh.wa.gov/you-and-your-family/illness-and-disease-z/tuberculosis-tb/training-and-education/tb-echo>

Step 2: Images- Indicate if diagnostic images have been performed. To enhance the learning experience of our community **all cases will require image requests**. Our team will contact you and send a secure email to collect patient identifiers and we ask that you return this email correspondence at your soonest convenience. The following items will be needed for image requests:

- Patient First Name:
- Patient Last Name:
- Patient Date of Birth:
- Patient Gender:
- Patient Address:
- Patient phone number:
- TB ECHO Number: (will be provided)
- Image date:
- Image type:
- Image location:

Step 2: Complete and submit the [TB ECHO® Case Intake Sheet](#) the week before you would like to present. Do not add protected health information. Please enter information into the fillable PDF.

- Include redacted EMR notes, imaging reports, and labs. Be sure to redact any personal identifying patient information (names, date of birth, MRNs, insurance information, addresses, etc.) BEFORE submitting it to the session coordinator. **It is your responsibility to protect patient information.**

Email the forms and additional documents to the session coordinator before the desired Monday session. After submitting the case, you will receive email confirmation.



## **How to Present a Case**

The primary purpose of case presentation is for the TB ECHO Panel 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. Please present the information as if the patient is present.**

As a TB ECHO® participant, we strongly encourage you to present at least **TWO CASES A YEAR** in order to fulfill our goal of collective learning through case presentations to improve standards of TB care.

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