



DOH 343-139 December 2018

## **How to Submit a Case for Consultation**

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

Complete and submit the [TB ECHO® Case Intake Sheet](#) the week before you would like to present and receive consultation.

- If this is the first time a patient is presented, please complete the form with de-identified patient information.
- If a patient has previously been presented, only complete necessary updates. Indicate the original presentation date at the top of the [TB ECHO® Case Intake Sheet](#) in the “Initial Report Date” field.
- Include EMR notes, imaging reports, other diagnostics, and labs. Be sure to redact any personal identifying patient information (names, MRNs, insurance information, addresses, exact days and months of birth, etc.) BEFORE submitting it to the session coordinator. **It is your responsibility to protect patient information.**
- **Images are key to TB ECHO consultation!** Please send images to the session coordinator.

Email the forms and additional documents to the session coordinator 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 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.**

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.