The Missouri Telehealth Network would like to invite you to our upcoming training program being held April 27 & 28 at 2401 Lemone Industrial Boulevard in Columbia (location of MTN Offices) in Rooms 251A & B of the Quarter Deck Building.

We have tried to design the program to give you a thorough overview of telehealth and plenty of time to ask questions. The main objectives of this program are:

- To learn how to use the telehealth devices and be given instruction on trouble-shooting equipment problems and how to schedule and conduct a telehealth clinic.
- To learn about public and private policies impacting telehealth, billing requirements, JCAHO standards and HIPAA regulations.
- To learn how to conduct a telehealth clinical encounter, educational program or administrative meeting using the network.
- To learn about ways telehealth technology is used in clinical applications and specialties as well as various programs such as Show-Me ECHO.

In preparation for the program there are a few things that you need to know.

1. Registration - Included is a registration form for your completion. Please e-mail or fax it to Wendy Hough by **Wednesday, April 20, 2016**. If your organization is not an MTN member, then the registration fee is $350. If you are an MTN member the registration is included in your network membership for the first 2 attendees. Any additional attendees will be $350 per person.

2. Agenda – Included is the preliminary agenda to give you an idea of the topics discussed and the times the program will begin and end each day. This may vary as we make final preparations.

3. Meals – Breakfast and lunch will be provided both days. Each attendee will be responsible for their evening meal.

4. Directions – Included are directions to MTN.

5. Parking - You will need to park in the parking lot located at 2401 Lemone Industrial Boulevard (location of MTN Offices). Temporary parking tags will be provided for both days of the conference.

6. Hotel Reservations – Columbia has many places to stay. I have listed three that are close by, but feel free to stay wherever you would like.

   - Stoney Creek Inn - (573) 442-6400 or 1-800-659-2220
     [http://www.stoneycreekshotels.com/home.do](http://www.stoneycreekshotels.com/home.do)

   - Courtyard Marriott – (573) 443-8000

   - Hampton Inn & Suites – (573) 214-2222

We look forward to seeing you at the training!

Sincerely,

Mary Beth Schneider
Continuing Education Specialist
Missouri Telehealth Network