

 <p><b>HAWAII HEALTH SYSTEMS</b> C O R P O R A T I O N <i>"Touching Lives Everyday"</i></p> <p><b>Policies and Procedures</b></p>	<b>Department:</b> Information Technology Division - Telemedicine	<b>Policy No.:</b> <b>TEL 0009</b>
	<b>Issued by:</b> Dennis Sato Vice President & CIO	<b>Revision No.:</b> N/A
<b>Subject:</b> <b><i>Priority of the Telemedicine Workstation and/or Video Conference Equipment and Transmission</i></b>	<b>Approved by:</b>  Thomas M. Driskill, Jr. President & CEO	<b>Effective Date:</b> 01/11/2000
		<b>Supersedes Policy:</b> N/A
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- I. PURPOSE:** To establish a priority system for the use of the telemedicine workstation and/or video conference equipment and transmission service for telemedicine use.
- II. POLICY:** Telemedicine workstation and/or videoconference equipment and transmission will be prioritized based upon patient needs and health care initiatives of the facility and region. It is recognized that in the implementation of this priority system, respecting the needs and schedules of all parties will derive the greatest benefit. To the extent reasonable and possible, all requests for equipment and transmission will be honored. Most scheduling will be on a first come, first served basis. However, the missions of the hospital and of its partners in the Telehealth Network need to direct the use of the systems. When priorities preclude a scheduled event, available alternatives will be recommended and/or arranged if possible.

Where there are conflicts for use, the CEO (or designee) and/or the Medical Director (or designee) will have the final authority for decision making. When there are conflicts across regions, the regions should confer to resolve scheduling conflicts.

In scheduling video conferencing equipment and transmission, the following priority list will be adhered to:

1. Medical applications of an emergent nature.
2. Scheduled conferences, physician CME programs, and educational events that are system and/or region-wide.
3. Medical applications which are scheduled.
4. Medical applications of a non-urgent nature.
5. Scheduled meetings and events of the Network and partners.
6. All other events.