

You will need to fulfill the following requirements in order to request reimbursement for telemedicine services:

(1) Complete and fax the assurance DHS form 6806. (I have attached one for you. Please complete and fax it to DHS ASAP for approval) If you plan to continue providing telemedicine AFTER the peacetime emergency has been canceled you must complete DHS form 6806.

(2) You will also have to create a policies and procedures document that covers the following (I have provided you with a template) This template will address the following piece of your approval:

\_\_\_\_\_ I have written policies and procedures specific to telemedicine services that I review and update regularly.

\_\_\_\_\_ I have policies and procedures that adequately address patient safety before, during and after the telemedicine service is rendered.

\_\_\_\_\_ I have established protocols addressing how and when to discontinue telemedicine services.

\_\_\_\_\_ I have an established quality assurance process related to telemedicine services which includes all applicable Health Insurance Portability and Accountability Act (HIPAA) requirements.

(3) You will also need to put telemedicine services in the IEP/distant learning plan and documentation with the following pieces of info.

- The type of service provided (IEP or plan)
- The time the service began and the time the service ended, with a.m. and p.m. designations (on documentation)
- A description of the provider's basis for determining that telemedicine is an appropriate and effective means for delivering service to the recipient (IEP or plan)
- The mode of transmission of the telemedicine service (documentation)
- The location of the originating and the distant site (documentation)

*Sample Statement for IEP/IDL:*

*Zach will receive 30 minutes direct and 5 minutes indirect Speech Language services 2 times a week. Telepractice Speech Language Therapy sessions will take place every Monday and Thursday from 9:30 am - 10 am and is an appropriate and effective delivery method for Zach's SpeechLanguage Service during distance learning. Service will occur via Google Hangouts Meet with the provider being in her home and Zach in his.*

**NOTE:** COVID-19 has lifted the requirement to use a HIPAA approved platform such as those listed below however it's best practice to still do so if possible.

- Skype for Business / Microsoft Teams
- Updox
- VSee
- Zoom for Healthcare
- Doxy.me
- Google G Suite Hangouts Meet
- Cisco Webex Meetings / Webex Teams
- Amazon Chime