



NMAETC HIV TeleECHO™ Clinic New Participant Guide



Instructions: The purpose of this checklist is to help you prepare for the teleECHO clinic. You can use the check boxes to track your progress and save useful information in the blanks provided. Save an electronic or hard copy for future reference.

Before NMAETC HIV TeleECHO Clinic:

- 1. Join the NMAETC HIV TeleECHO Clinic mailing list to receive weekly announcements.
https://visitor.r20.constantcontact.com/manage/optin?v=001Soj93wGy2dlBkSU41prSAnc2Kcv5GaxbnFyWhxtll652zPi84WwSPI73ALg_91WhFvrm_6nl7M36PxGKnXQpvCbvOBBJbd_aylHegg_6N_M%3D
- 2. Add hivecho@salud.unm.edu to your contacts to ensure that you receive your NMAETC HIV TeleECHO Clinic weekly announcements.
 - Weekly announcements are sent out the morning of NMAETC HIV teleECHO Clinic (see [Curriculum Brochure](#)).
- 3. Register to complete Post-Clinic Evaluation and attain Instant CME.
<https://echoevaluation.health.unm.edu/evals/rws5.pl?FORM=ECHORegistration>
 - Select YES to “Will you be attending the HIV or IHS HIV teleECHO™ clinic?”
 - After you register, you will receive an email within 2-3 business days with important login information. Please save for future reference.

Username: _____

- 4. Recommended. Create an ECHO Partner ID to log in to iECHO and view previous, recorded didactics. Note: for viewing purposes only; CME/CEU not available.
<https://iecho.unm.edu/sites/unm/pgs/register/>
 - After you register, you will receive an email within 2-3 business days with important login information. Please save for future reference.

Username: _____

Password: _____

- 5. Recommended. Participate in the case-based learning ECHO model™ by presenting any HIV cases to our community of practice. Fill out and submit a case presentation form by COB the Friday before the teleECHO clinic.
[NMAETC HIV TeleECHO Case Presentation & ECHO ID Request Form](#)

Day of NMAETC HIV TeleECHO Clinic:

- 6. Connect via Zoom, Phone or In Person (see announcement for details).
 - If you need assistance connecting to clinic, please call (505) 750-4897 and our IT team will assist you.
- 7. Complete Post-Clinic Evaluation to receive Instant CME.
 - Note: Post- Clinic Evaluation opens at 1:00 pm at the end of our NMAETC HIV teleECHO Clinic.
 - To receive CME/CEU, evaluation must be completed as follows:
 - *PharmD*- have until midnight the day of NMAETC HIV teleECHO Clinic.
 - *All others*- have 24 hours from NMAETC HIV teleECHO Clinic.