
 <b>HAWAII HEALTH SYSTEMS CORPORATION</b> <i>Quality Healthcare for All</i>	<b>Department:</b>  <b>Information Technology Department (ITD)</b>	<b>Policy No.</b>  <b>TEL 0019A</b>
		<b>Supersedes Policy No.</b>  N/A
<b>POLICY</b>	<b>Approved By:</b>    HHSC Board of Directors By: Donna McCleary, M.D. Its: Secretary/Treasurer	<b>Approved Date:</b>  January 28, 2021
<b>Subject:</b>  <b>Administrative Use of HHSC Video Teleconferencing System by Outside Agencies</b>		<b>Last Reviewed:</b>  October 2020

**I. PURPOSE:**

Establish a standard operating procedure for reserving and charging for outside or public use of the Hawaii Health Systems Corporation (HHSC) video teleconferencing (VTC) systems.

These rules apply, but are not limited, to the following sites:

Hilo Medical Center  
Hale Ho'ola Hamakua  
Kau Hospital  
Kohala Hospital  
Kona Community Hospital

Kauai Veterans Memorial Hospital  
Samuel Mahelona Memorial Hospital  
Leahi Hospital  
Maluhia  
HHSC Corporate Office

**II. DEFINITIONS:**

All capitalized terms not defined herein shall have the meaning set forth in the ITD Glossary. Applicable to all ITD policies and procedures.

**III. POLICY:**

**A. ELIGIBILITY AND ALLOCATION**

When HHSC VTC systems are available for outside or public use, such use shall be permitted in the following order of priority:

1. Community-based groups and organizations related to healthcare
2. Community-based groups and organizations
3. State of Hawaii departments, agencies, or commissions
4. City, County, and Federal government agencies

Although every attempt shall be made to honor a VTC that has been reserved on the HHSC system, HHSC retains the right to cancel or reschedule a reserved VTC with no advance notice due to mission requirements.

## **B. OUTSIDE AGENCY RESPONSIBILITIES**

### **1. Definitions**

- Meeting Coordinator – Lead contact person from the outside agency requesting use of HHSC VTC Facilities. This person is responsible for securing VTC conference rooms and completing all required forms.
- Originating Site – Site that generates the multi-site meeting request. Also, the site where Teleconference Coordinator will be.

2. When available for outside or public use, HHSC VTC room(s) shall be offered during business hours, Monday through Friday, 7:00 a.m. to 5:00 p.m., unless otherwise authorized in writing by Facility Administration.

3. Applicant, hereafter referred to as Meeting Coordinator, shall request use of HHSC VTC room(s) by completing an "HHSC Video Teleconference System Use Form" (VTSU) provided by Facility Administration. Application shall be filed at least one week prior to the scheduled VTC date.

4. Applicant shall be responsible for coordinating availability and securing reservation of VTC Room(s) with participating sites. A Point of Contact phone number listing will be provided to the Meeting Coordinator.

5. Meeting Coordinator shall be responsible to e-mail completed VTSU form to [vtcadmin@hhsc.org](mailto:vtcadmin@hhsc.org). VTSU form may also be faxed to (808) 733-9864. Questions on VTC connections should be referred to [vtcadmin@hhsc.org](mailto:vtcadmin@hhsc.org).

6. First time applicants shall provide written information about their organization if requested by Facility Administration or ITD.

7. No outside groups or organizations using the HHSC VTC room(s) shall charge an admission fee or sell any material or service for private profit or gain, except as permitted by Facility Administration.

8. VTC conferences of a political nature are prohibited.

9. HHSC reserves the right to monitor the activities and functions of the User.

10. Use of HHSC VTC room(s) shall not in any way interfere with the comfort, safety, or welfare of HHSC operations, activities, patients, or employees.

11. HHSC reserves the right to collect reasonable reimbursement for any costs (a) incurred for use of the HHSC VTC room(s), including housekeeping and use of additional staff; and (b) incurred by reason of damage to or loss of HHSC property.

12. Outside agency Meeting Coordinators shall plan the VTC duration to include set up time and possible overrun on time due to discussion and question and answer period. Extensions will not be accommodated on the day of the scheduled VTC.

13. A buffer of 15 minutes prior to actual start time and 15 minutes after actual end time is suggested.

### **C. WAIVER OF LIABILITY**

Groups or organizations shall indemnify, defend, and hold harmless HHSC, the State of Hawaii, its officers, agents, and employees from and against any and all claims, suits, actions, damages, liabilities, expenditures, or causes of action of any kind arising and resulting or accruing from any negligent act, omission, or effort of the group or organization resulting in or relating to injuries to body, life, limb, or property sustained in or about the HHSC VTC room(s) or arising from the use of HHSC premises.

### **D. FEES**

Charges for outside or public use of the HHSC VTC systems shall be as follows:

- VTC room fee of \$90.00 per hour/per site.
  - ✓ VTC room fees will be calculated in increments of 15 minutes.
  - ✓ Pre-conference set up time will not be charged.
- Actual costs of Mainland and International calls are in addition to per hour/per site costs.
- Miscellaneous charges, if necessary.

HHSC Corporate accountant shall be responsible for invoicing and collecting the above VTC charges for use of all HHSC VTC rooms. The Corporate accountant will receive the following from Corporate ITD on a monthly basis:

- HHSC VTSU forms for all completed outside agency VTC conferences indicating total number of sites and total number of hours per conference.
- Monthly phone bills with long distance charges coded and marked to be charged back to the appropriate outside agency.

Exception or waiver of fees may be authorized by Facility Administration where use of HHSC VTC Room(s) will best serve the public welfare.

- It will be the responsibility of the outside agency Meeting Coordinator to pursue the waiver of fees from each HHSC Facility Administration before submitting the VTSU form.
- The waiver must be indicated, in the space provided, at the top of the VTSU form in the Special Notes section. Name of person authorizing waiver should also be noted.

### **IV. AUTHORITY:**

None.

### **V. RELATED PROCEDURE(S):**

None.

### **VI. REFERENCE(S):**

- Teleconference System Use Form (HHSC VTC Form 1 v1).
- Teleconference System Use Descriptions.
- HHSC Billing Form.
- HHSC Account Request Form.