

# Team Structure Framework



Although every organization may have their own team needs, below is the suggested team organizational structure for your telehealth implementation.

It's possible that one person may sit on multiple teams. For example, a Core team member may also be on the Implementation team, or a Leadership team member may also be on the Advisory team.

CORE TEAM	LEADERSHIP TEAM	ADVISORY TEAM	IMPLEMENTATION TEAM
<p>The team responsible and accountable for putting together the plan and driving the project forward day to day</p> <ul style="list-style-type: none"> <li>Clinical Representative(s) (physician, nurse, etc.)</li> <li>Administration Representative(s) (practice manager, administrator, scheduler)</li> <li>Information Technology or Information Security Representative(s)</li> <li>Project Manager(s)</li> <li>Payor Contracting</li> <li>Priority Department Representatives</li> </ul>	<p>High-level decision-makers who authorize key decisions and provide budgetary approval and whose alignment is important for wide-scale success</p> <ul style="list-style-type: none"> <li>Board of Directors</li> <li>C-suite Executives</li> <li>Practice Owners/ Partners</li> </ul>	<p>A group of advisors for the Core team to consult for perspective and guidance and who ensures the team's decisions and leadership proposals are strategically sound</p> <p><b>End Users:</b></p> <ul style="list-style-type: none"> <li>Practicing care team members</li> <li>Patient Advisory Board/Patients/ Caregivers</li> </ul> <p><b>Organizational Navigation:</b></p> <ul style="list-style-type: none"> <li>A program sponsor</li> <li>Retired Leadership team members</li> <li>Benefactors</li> </ul>	<p>Close-to-the-ground teams in impacted departments who will be informed of the plans and ultimately carry out the day-to-day process of implementation</p> <ul style="list-style-type: none"> <li>Nurse Manager</li> <li>Additional Priority Department Representatives</li> <li>Billing/Coders</li> <li>Schedulers</li> <li>Superuser to provide on-the-ground technical support</li> <li>Information Technology or Information Security Representative(s)</li> </ul>