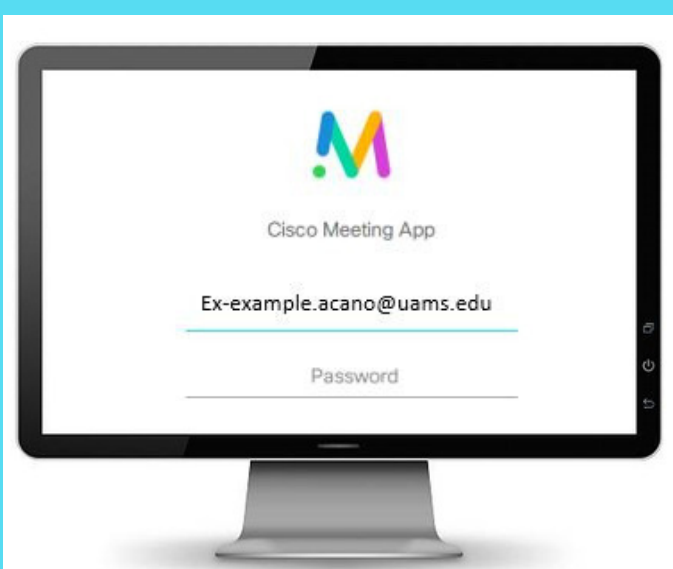
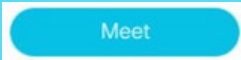


Virtual Patient Visits

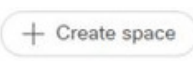
HOW TO SET UP PATIENTS FOR TELEMEDICINE APPOINTMENTS

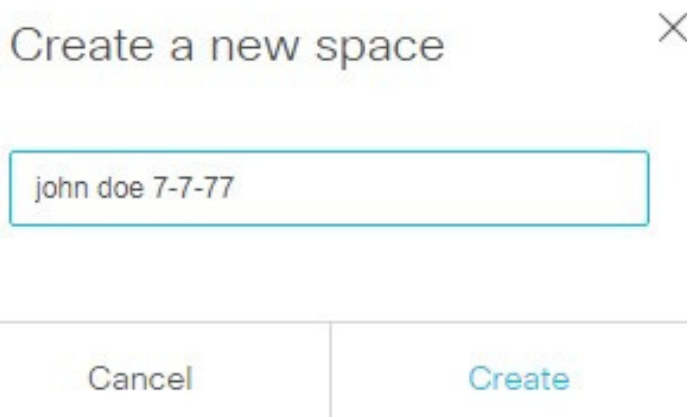


1.) GETTING STARTED

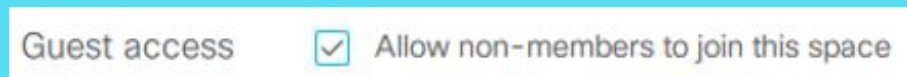
- Sign into your Cisco Meeting account by entering your:
 USERNAME: _____
 PASSWORD: _____
- Click  at the top left side of the screen.

2.) CREATING A SPACE

- Click  below address field & name it. Select something unique to the patient such as their name, patient ID, EHR number.
- After clicking **CREATE**, the space will open & is then ready to be sent.





NOTE: If **Guest Access Disabled**, click **EDIT**  to the right of the message.

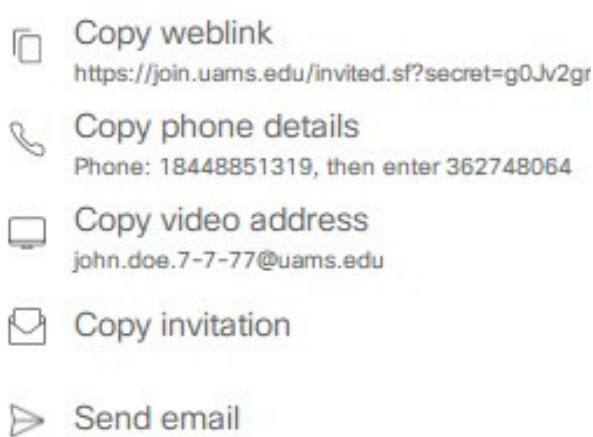


Select the box next to **GUEST ACCESS** and **SAVE**. This allows outside users to join the space.



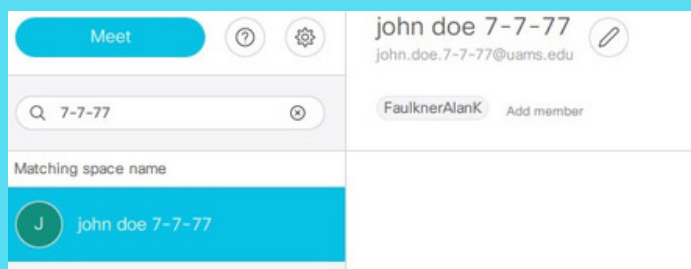
3.) SENDING THE INVITE

- The patient will access the Virtual Exam Room by clicking on the link you send to them.
- To create the link, click  on the top left side of the screen.
- You will then choose how you want to send the invitation. The best option is  **Send email** at the bottom of the list.



4.) GET CONNECTED

- At the appointed time, go to the **SEARCH** box and enter the unique patient ID. This will take you to the private virtual exam room.
- Click on the patient's space you wish to connect with and select **JOIN MEETING**.



REMEMBER

- Make sure a video consent form has been signed by the patient and that they have been given instructions on how to connect prior to their scheduled telemedicine appointment.
- If you have any problems connecting, call the 24/7 Video Conferencing Support at 501-686-8666.