

## How to conduct a virtual consultation with **Webex**

Our healthcare facility is now using telehealth to reduce the risk of potential viral transmission between healthy and affected patients at our facility. Now you can have a virtual consultation with patients at home.

### What you will need

- A working laptop, tablet or smart phone - with a front camera.
- A fully charged device, or access to power.
- An internet connection.
- Your email address.
- A well-lit space to see each other clearly.
- A quiet space to reduce distractions and protect privacy .

**Highly recommended:** Use headphones that connect to your device for clear audio and for privacy.

### Things to think about:

Is your care team starting the appointment for you?

#### Yes

Advise the care team how they can contact you when the patient is ready to be seen. Join the Webex when they request you to.

#### No

Start the appointment a few minutes early to greet and help the patient connect to Webex.

Is your care team advising on the patient's follow-up actions?

#### Yes

Advise the care team the details of the follow-up actions, either by messaging them, or asking them to rejoin the Webex. They can give the patient final advice before ending the consult, if you choose to exit.

#### No

Conclude the telehealth appointment by sharing your suggested next course of actions for them.

**Tip:** If this is the first time the patient has joined a virtual consultation use Chat to send a message if they need help.

# Getting started with **Webex** for clinicians


## Join your virtual appointment

1. Select the Join button on the Cisco Webex Meetings notification a few minutes before your appointment will start. It will appear up to 15 minutes before a scheduled appointment.
2. If you don't have a notification, find the link to join from either your EMR calendar, if posted there by your administrative staff, or from your email calendar.

## Connect to audio and video

1. Choose your audio connection.
2. Set your video preference to video on.
3. Join the meeting by selecting Connect Audio and Video.

## Share your screen so your patient can see a document:

1. Select Share. 
2. Select the application from the list of open applications. Don't share your full screen, to insure they see only what you want.

## To stop screen sharing:


1. Hover your mouse over the orange You're Sharing button, if you don't see the red Stop Sharing button



2. Click the Stop Sharing button on the floating bar.



## Whiteboard live with your patient:

1. Select Share. 
2. Select New Whiteboard.
3. Write or draw with your mouse or finger, device dependent.

**Tip:** You can be sure that you have what you need to join a virtual appointment, by [joining a test meeting](#) at any time before your scheduled appointment.