

Physician Join Zoom Meeting

Overview.....1

    To Join an Appointment/Meeting - Web Browser .....1

    To Join an Appointment/Meeting - Zoom App .....3

    Join an Appointment/Meeting on an iOS Device (iPhone).....5

    Join an Appointment/Meeting using an Android Device ..... **Error! Bookmark not defined.**

Overview

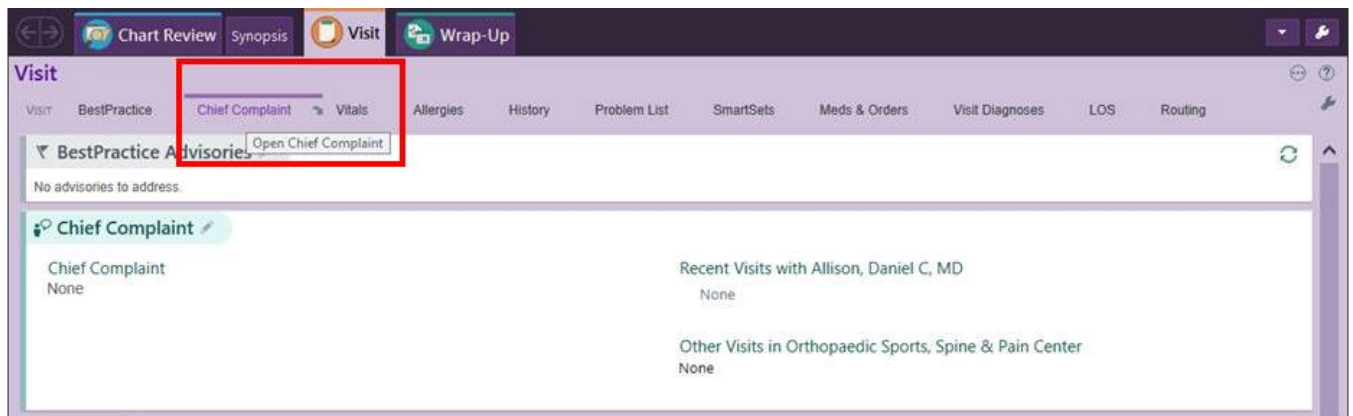
In order to join a start a Zoom video session with your patient, you will need to follow the steps below. You can use a computer or cellular device.



You must download and install the Zoom application on your computer or smartphone prior to your meeting.

To Join an Appointment/Meeting - Web Browser

1. Ensure patient has been Arrived by office staff
2. For billing purposes, a Chief Complaint will need to be entered (typically this is entered in Rooming process). If this is not entered, downstream processes will not function properly. The provider can enter this as part of their charting or their staff can log into the visit first, admit the patient to the Zoom, and document the chief complaint.



**Chief Complaint**

Chief Complaint

Ankle Pain	Arm Pain	Multiple Joint Pain	Back Pain
Carpal Tunnel S...	Concussion	Neck Pain	Elbow Pain
Foot Pain	Fracture	Hand Pain	Hip Pain
Knee Pain	Leg Pain	Shoulder Pain	Finger Pain
Wrist Pain	Splint/Cast Prob...	Rash	

Recent Visits with Allison, None

Other Visits in Orthopaedi None

Chief Complaint Lookup

Follow up

Match: Follow up

ID	Name
137	Recheck (aka FOLLOW UP)

3. Click on the **Start this Meeting** button.

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

My Meetings > Manage "My Meeting"

Topic My Meeting

Time Mar 14, 2020 10:00 PM Pacific Time (US and Canada)

Add to [Google Calendar](#) [Outlook Calendar \(ics\)](#) [Yahoo Calendar](#)

**Start this Meeting**

- Follow the automatic prompts to save the application on the computer.
- Once installed, the Zoom program will automatically run on the device.
- Choose whether to use the computer audio or to dial-in by telephone.
- The "Waiting Room" will be ready for you to view who is in the waiting room.
- Click **Admit** to let them into the meeting. If a patient joins with video and audio separately, you will need to admit both the audio and visual components separately
- If the patient is a No Show, notify your office staff so that they can un-arrive the patient

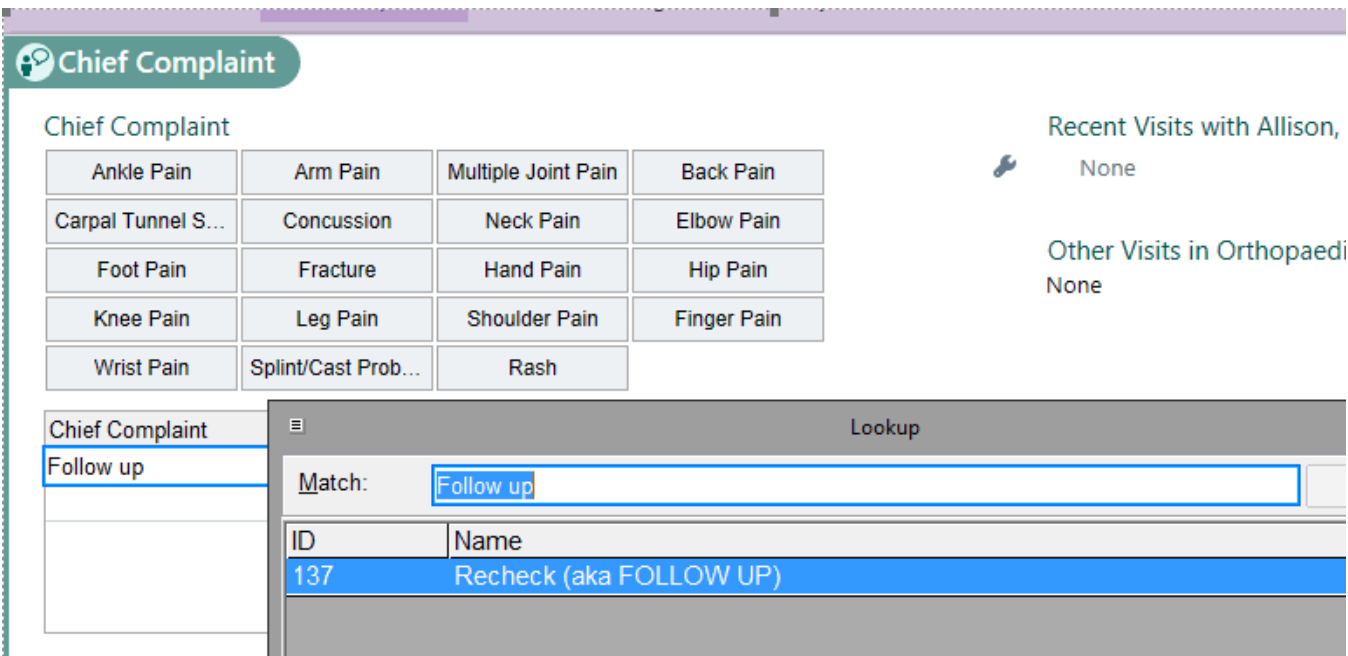
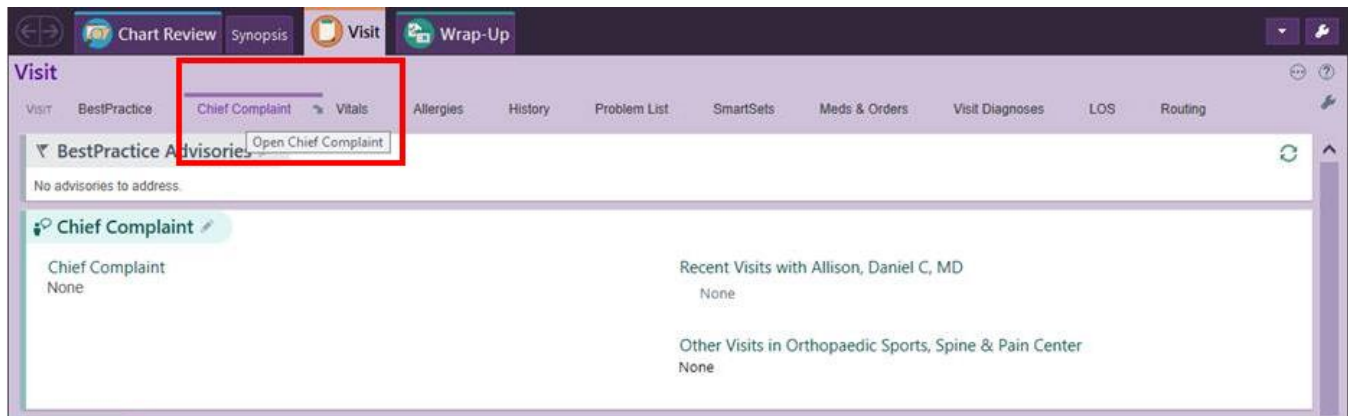
Test Patient has entered the waiting room for this meeting

**Admit** See waiting room

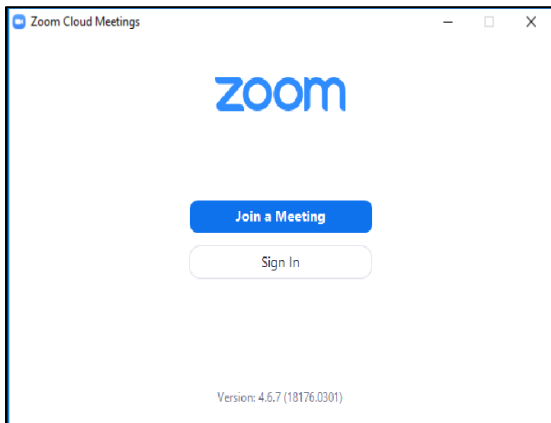
Invite Manage Participants Share

## To Join an Appointment/Meeting - Zoom App

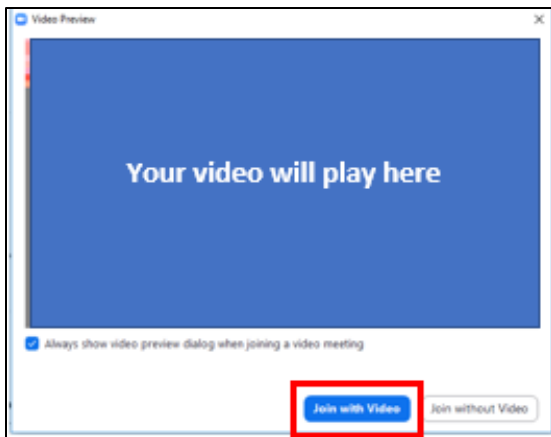
1. Ensure patient has been Arrived by office staff
2. For billing purposes, a Chief Complaint will need to be entered (typically this is entered in Rooming process). If this is not entered, downstream processes will not function properly. The provider can enter this as part of their charting or their staff can log into the visit first, admit the patient to the Zoom, and document the chief complaint.



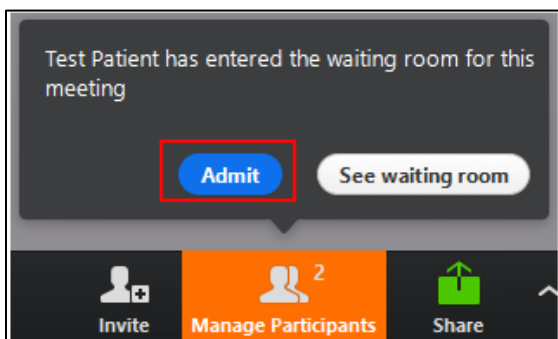
3. Open the **Zoom app**.
4. **Option 1:** You can join the meeting by clicking **Start** next to the specific meeting from your Meetings listing. Choose to dial in or use internet audio.
5. **Option 2:** Click '**Join a Meeting**' and type in **Meeting ID**. Choose to dial in or use internet audio.



- a. Click **Join with Video** to start the meeting.

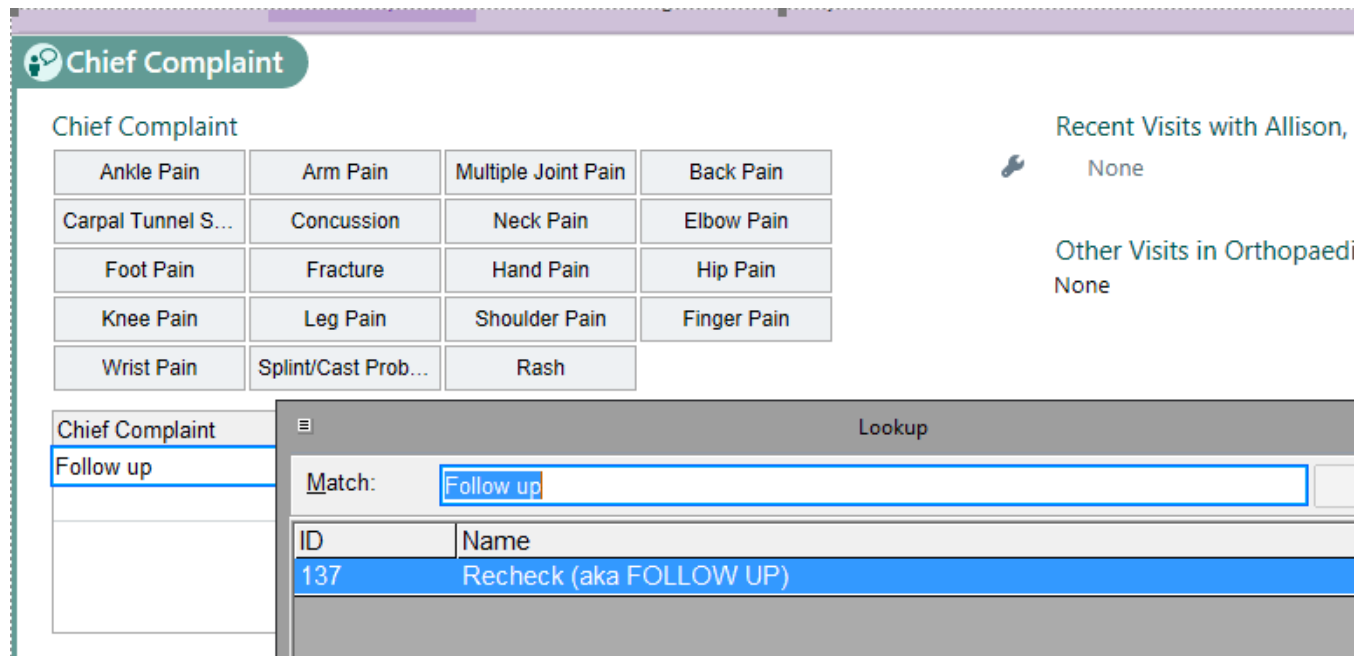
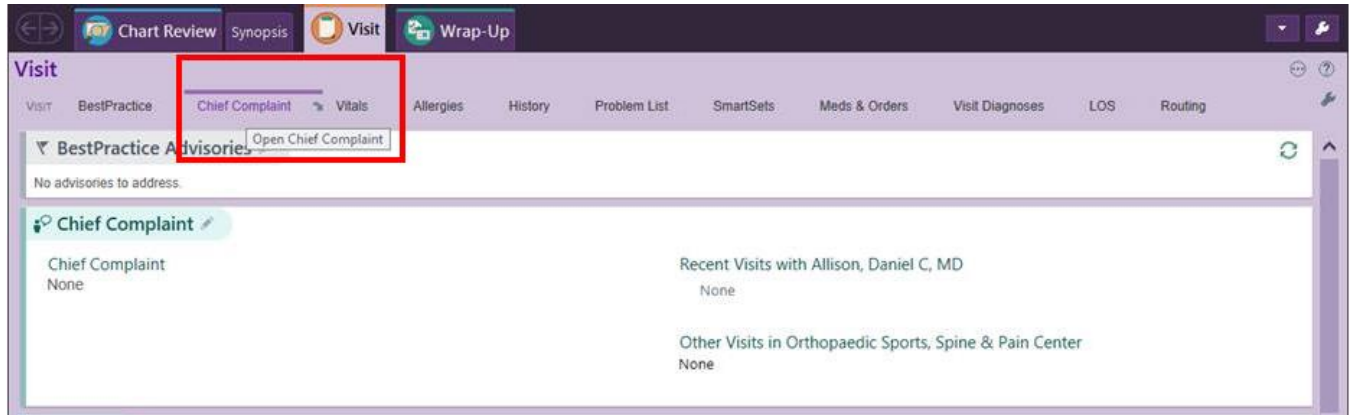


6. The "Waiting Room" will be ready for you to view who is in the waiting room.
7. Click **Admit** to let them into the meeting. If a patient joins with video and audio separately, you will need to admit both the audio and visual components separately
8. If the patient is a No Show, notify your office staff so that they can un-arrive the patient

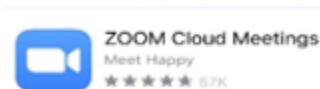


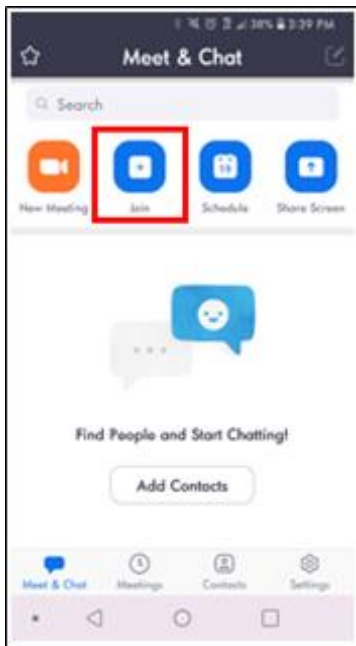
**Join an Appointment/Meeting on an iOS or Android Device (mobile phone)**

1. Ensure patient has been Arrived by office staff
2. For billing purposes, a Chief Complaint will need to be entered (typically this is entered in Rooming process). If this is not entered, downstream processes will not function properly. The provider can enter this as part of their charting or their staff can log into the visit first, admit the patient to the Zoom, and document the chief complaint.

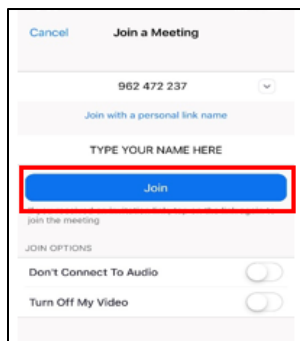


3. Open and sign-in to Zoom Cloud Meetings
4. Click **Join a Meeting**.

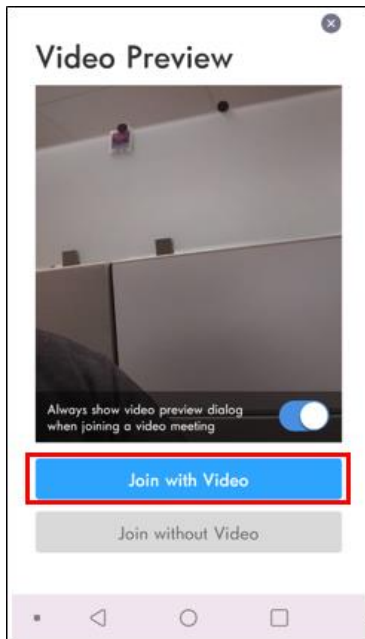




5. Type in the Meeting ID given to the patient. Click **Join** and follow the prompts.



6. When the video preview window opens, click **Join** with Video.



7. Patients will be waiting in the virtual waiting room.
8. Click **Admit** to let them into the meeting. If a patient joins with video and audio separately, you will need to admit both the audio and visual components separately
9. If the patient is a No Show, notify your office staff so that they can un-arrive the patient

