

## Set up your exam rooms for virtual **Webex** appointments

Our healthcare facility is now using telehealth with clinicians and patients to reduce the risk of potential viral transmission. This way, when sick patients are in exam rooms, doctors can visit them remotely, without always having to change their disease protection tools and clothes.

It's important that things are put in place and set up correctly to make this possible. Follow these steps below so patients and clinicians have everything they need to join their appointments.

### What you'll need:

1. Create a free **Webex account** for each exam room.
  - a. You will need to create an email address for each exam room.
  - b. You will need to have access to each email account for each exam room.
  - c. Recommendation: set the first name of the account to be the name of the room (i.e. "Exam1")
  - d. Follow the instructions from the Webex email to complete the set-up of the account.
2. Create a list for each exam rooms **Personal Room details** for later use.
3. Acquire a tablet device for each exam room or a Cisco Webex Device.
4. Keep the device connected to its charger.

### Set up the exam room

1. Mount the device in the room.
2. Install the **Webex Meetings app** on the device.
3. Log into Webex Meetings with the exam room's "user account" (created above)
4. Lock the device to the Webex Meetings app.
  - a. For iPhone/iPad: use "Guided Access" feature: <https://support.apple.com/en-us/HT202612>
  - b. For android devices, use "Screen Pinning" feature: <https://support.google.com/android/answer/9455138?hl>
5. **Print and display a poster** to help patients connect to their clinician.
6. Make a **test call** by tapping "Start Meeting", tap both the microphone and video buttons so they remain on.

Tip: See our guidance on **Disinfecting Cisco Webex Room Devices** properly, to ensure cleanliness.

### Setting up Clinicians

1. Create a single static HTML page (or a word document that can be shared and saved) that contains the list of all of the exam rooms, with the links to the Personal Room for each Exam Room.
2. Distribute the resource that houses the virtual exam room links to all the doctors. **Share best practices for clinicians to use while giving virtual care.**