

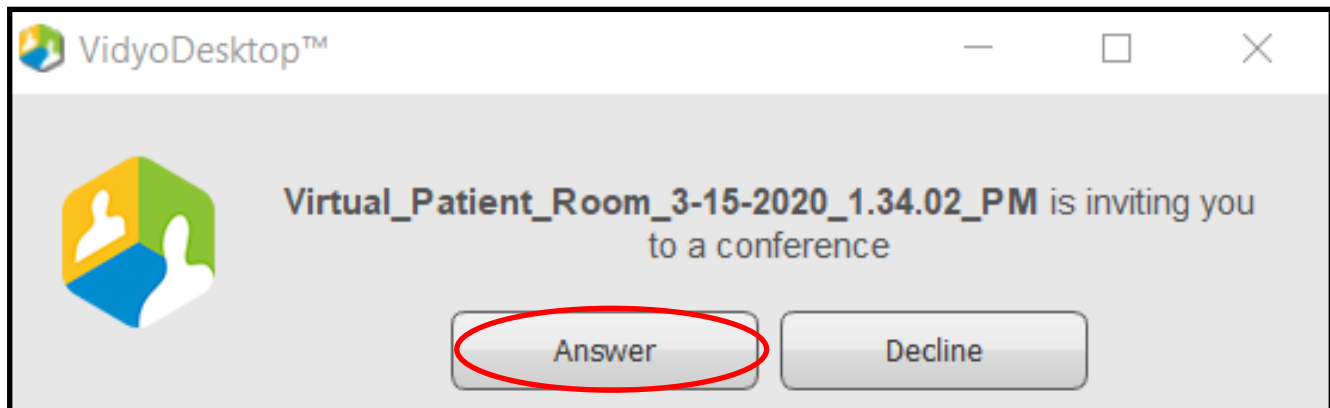


## Scheduling:

1. Discuss connection plan for the visit (see options below).
2. Discuss any labs/orders that need to be completed prior to visit, and schedule.
3. Schedule the visit using the correct VTC appointment type for your organization.

## Connecting on Day of Visit:

1. Call Provider clinic by phone when patient arrives and has been checked in.
2. Confirm connection plan.
  - A. Tell Provider clinic where to call (name of Vidyo user or device you are joining from)
  - B. If your clinic does not have **ANY** Vidyo access, you will need to request that the VPR link be sent to you via AFHCAN, and confirm your ability to connect as a guest through the web.
3. Turn on/Log in to the Vidyo system or account.
4. When the Vidyo call comes through click “Answer”



**Please Contact Your Local AV/IT for Support and Troubleshooting**