

# Virtual Inpatient Care QRG

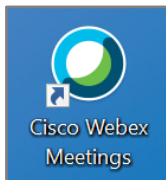
## Language Services Guide for Providing Interpreting Services for Monash Health Inpatients via Webex Meetings

This QRG is designed to show the Language Services Staff how to install WebEx Meetings on their device, to support patient participation in the Inpatient Virtual Care Consult / Review and includes the following:

- Receiving booking request and personal room link
- Device preparation for Consultation
- Joining a meeting and identifying your role

### Webex Download and Sign In

1. The Language Services Staff Members will need to ensure that Webex Meetings is available on their device/computer. If using a personal device, the application can be **downloaded** from:  
<https://www.webex.com/downloads.html>



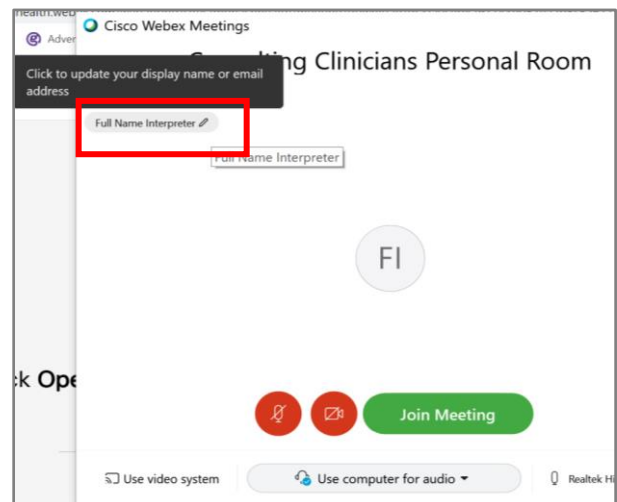
2. You may be prompted to enter your **Monash Health email address** to sign in. You may need to enter your **Monash Health Employee Number and password**.

### Interpreter Booking Request

1. Interpreter Booking Request will be completed by Ward Staff/Consulting Clinician. Booking will indicate the location as "Webex" plus the location of the patient, e.g. "Webex DH West 3".
2. In the Comments section of the booking request the Referrer will place the Meeting Room link, eg.  
<https://monashhealth.webex.com/meet/first.name.lastname>

### Joining a Meeting

1. When it is time to meet with the clinician(s) and patient, **click on the link** provided in the booking request.
2. **Click** on the naming section with editing pencil.



3. Enter your details followed by **"Interpreter"** so that the Consulting Clinician can easily identify your role when admitting you to the room.
4. Enter your **email** address.

Webex Meetings

## Consulting Clinicians Personal Room

Enter your information

Full Name Interpreter

patientname@gmail.com

Next

Already have an account? [Sign in](#)


5. Select **Next**.

6. Select **Join Meeting**

Microphone Camera Join meeting

Use video sys... Use computer audio Communicati...

**Note:** Select the Microphone and Camera


buttons  to turn on sound and video. When the buttons are red, the Microphone and Camera are off.

7. Wait for the Consulting Clinician to admit you to the room

Consulting Clinicians Personal Room

Thanks for waiting. We'll start the meeting when the host joins.  
Do you want to let the host know you're waiting?

Notify Host



8. Once you have entered the room ensure that you can hear and see the other members of the meeting, and introduce yourself as the interpreter.
9. Complete session as per normal practice.
10. Leave meeting once session has finished.