

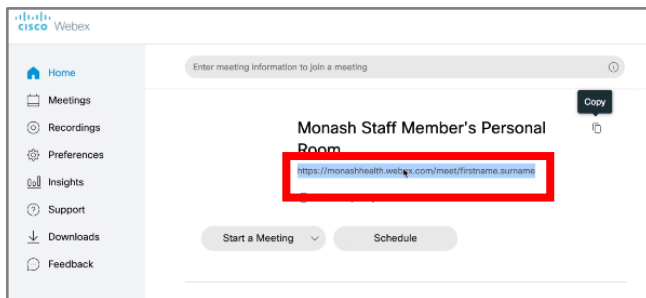
Virtual Inpatient Care QRG

Virtual Consultation – Clinician – Admitting Staff or Patients from the Personal Lobby

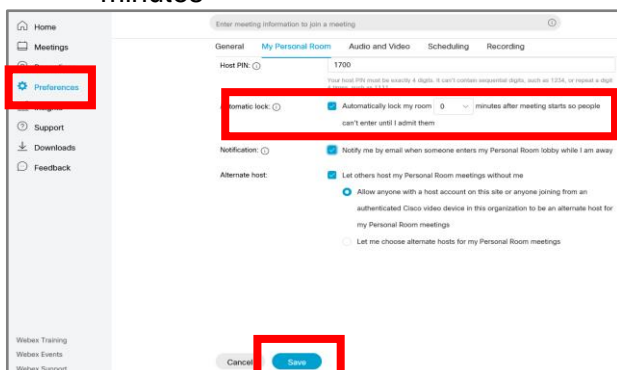
This QRG is designed to show Clinical Staff how to admit other Staff or Patients to consultations using their Lobby.

Start a Meeting in your Personal Room

1. Copy the meeting link from your Personal Room and provide it to the Ward Clerk, or Nursing Staff.

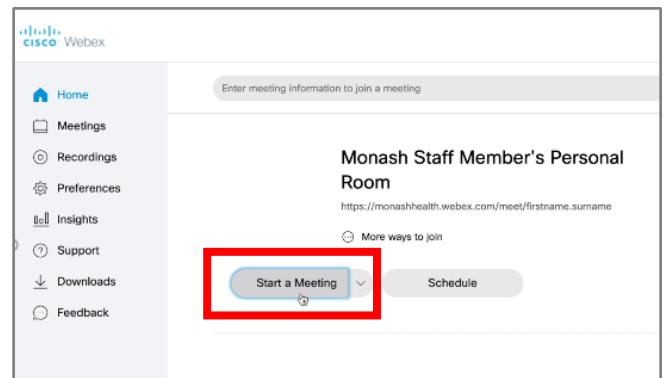


2. The Ward Clerk or Nursing Staff will provide the meeting link to the Patient, and also book the Monash Health Device for the Virtual Consultation.
3. To prevent anyone from starting the meeting before you are ready, you will need to lock your Personal Room. Click on **Preferences** → **My Personal Room** and update the following:
 - Automatically lock my room > set to 0 minutes

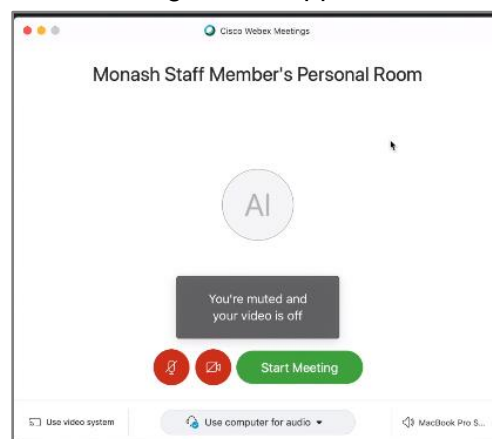


4. Click on **Save**.

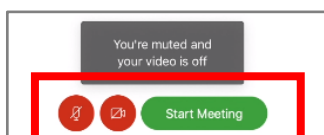
5. To start the meeting in the Web Browser, click on **Start a Meeting** in your Personal Room.



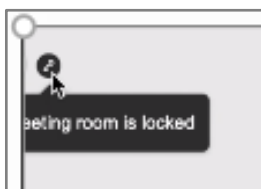
6. The following screen appears.



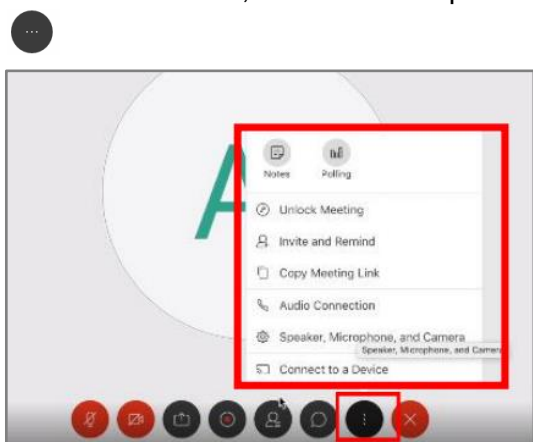
7. Click on the Audio and Video red buttons to activate your video and mic, then click on **Start Meeting**.



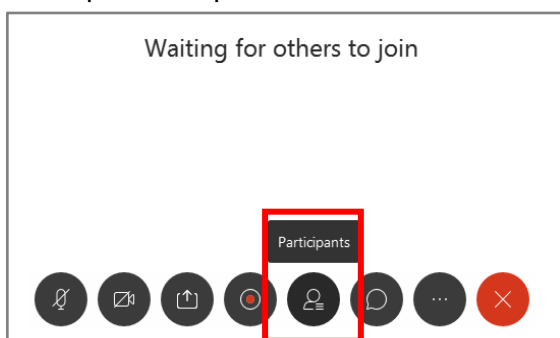
NOTE: The small icon at the top right of the screen indicates that the meeting is locked.



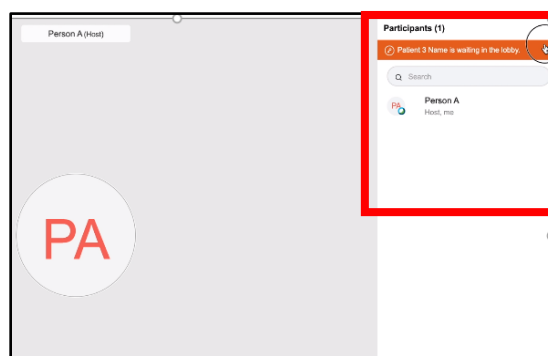
8. For further actions, click on the ellipses



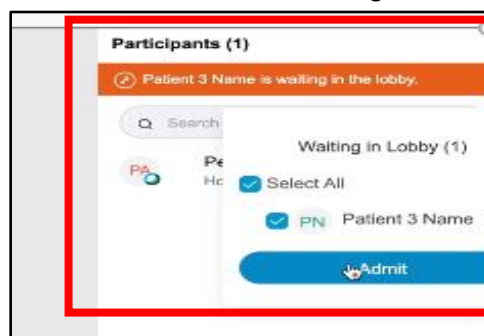
9. Click on the **Participants** button at the bottom of the screen. This will bring the Participant side panel into view.



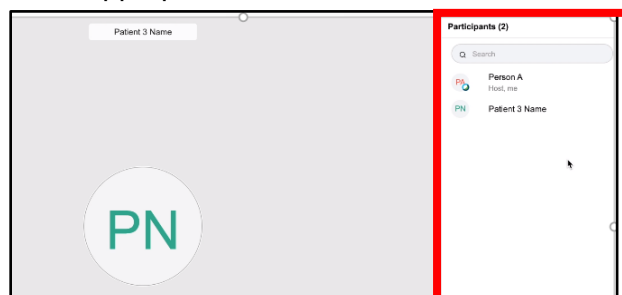
10. **Participants** will be listed in orange once they enter the lobby.
11. In the Participant side panel, **right click** on the Orange Section to view the **names** of the people waiting in the lobby.



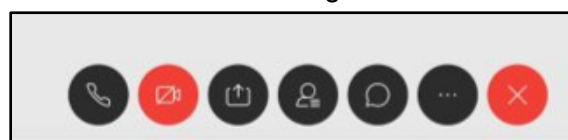
12. Check the **tick box** next to the Person's name and click **Admit** when you are ready for them to enter the meeting room.



13. Continue to review your Participants list to ensure you admit participants to the room when appropriate.



14. To end the meeting, click on the **Red X** at the bottom of the meeting screen.



For further information on moving participants in and out of the lobby space go to:

[Move-Attendees-to-and-from-the-Lobby-in-Cisco-Webex-Meetings](#)