

HotHealth
Video Conferencing Guide
For Providers

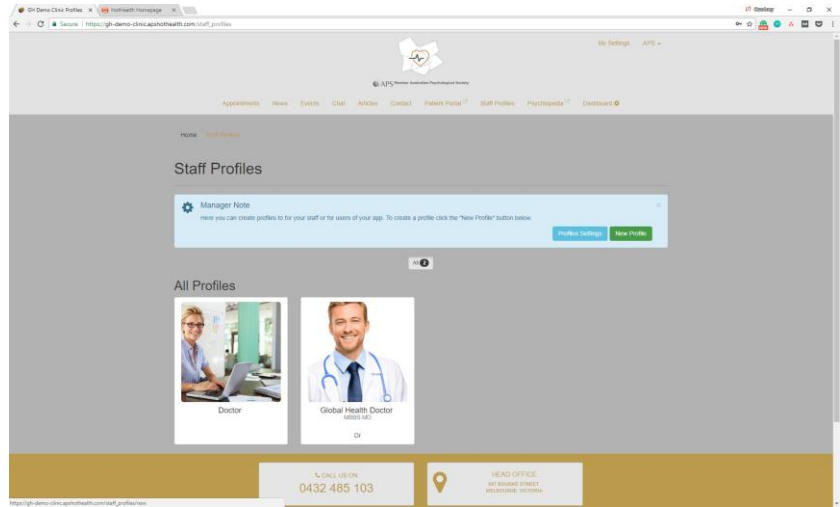
Set-Up



Before you can use the Video Conferencing or Appointment Scheduling function there are a few of steps that need to be taken.

1

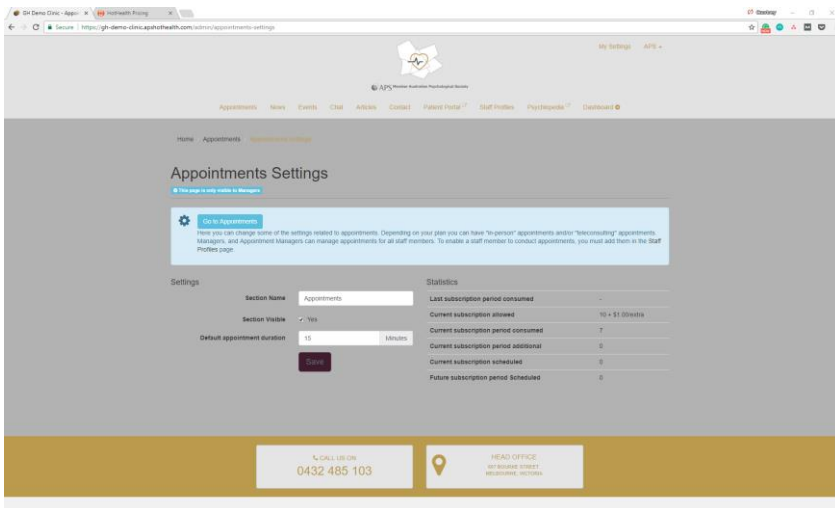
Add your staff to the staff profiles page with correct email addresses. Doctors will need to register and login to HotHealth with this email address.



Note: You will need to make the 'Staff Profiles' section visible from your dashboard.

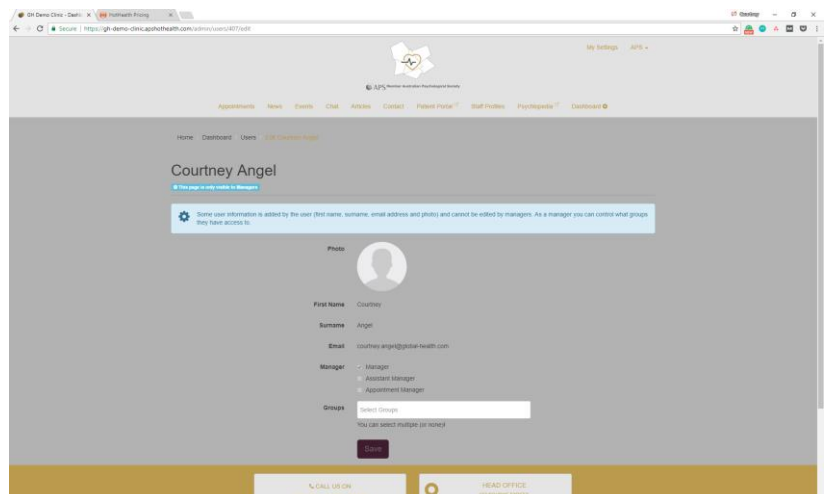
2

Enable the 'Appointments' section by making it visible from 'Section Settings' within the Dashboard.



3

Ensure all users who need to manage appointment scheduling have been assigned 'Manger' or 'Appointment Manager' role in the user section of the Dashboard.

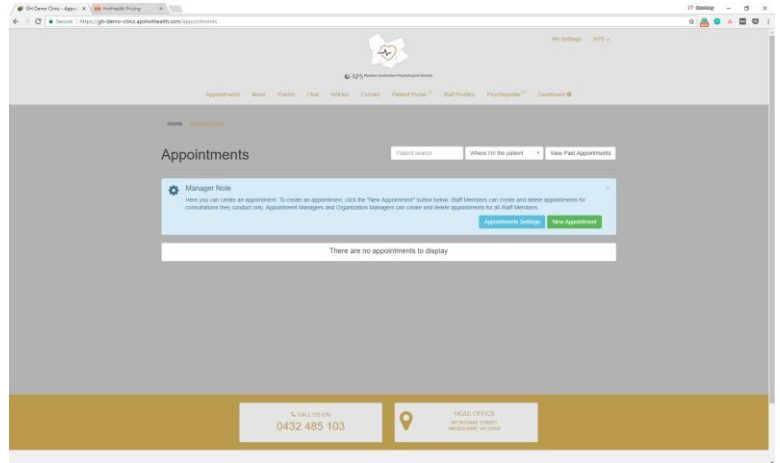


Scheduling Appointments



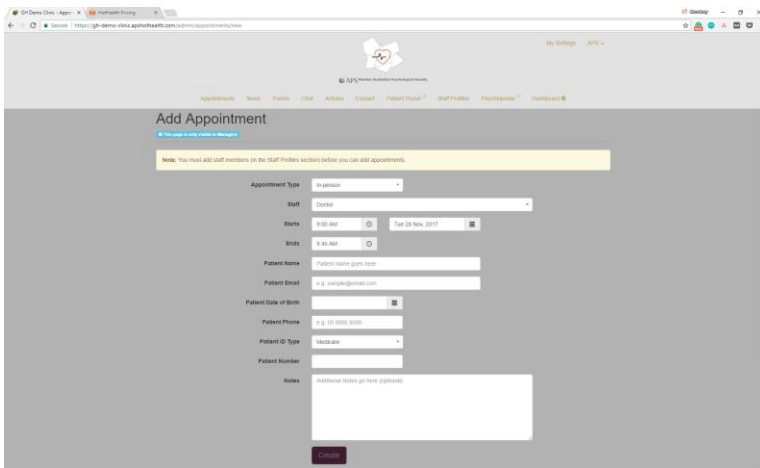
1

Make sure you are on the Appointments section of HotHealth and are logged in. Click 'New Appointment'.



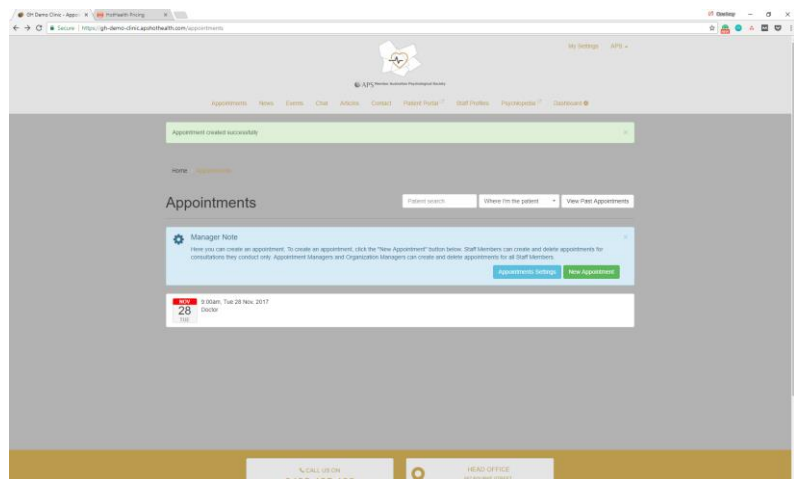
2

Enter in the details of the appointment and patient. Click 'Create'. Patient will receive an email confirmation.



3

Appointment Mangers can view scheduled appointments from the Appointments page.

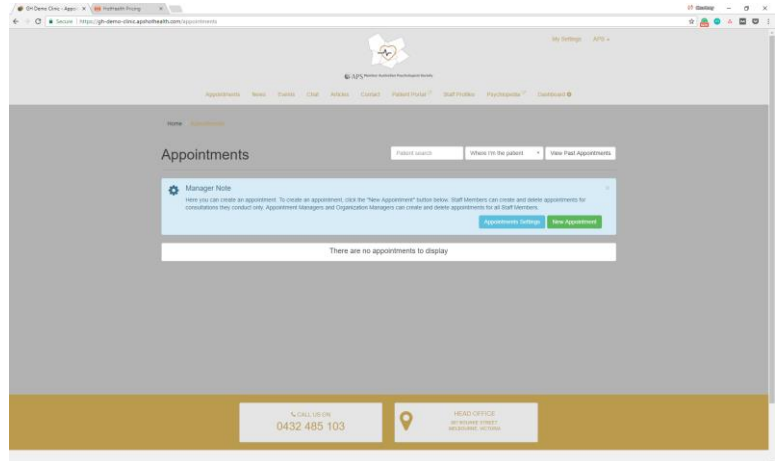


Joining Appointment



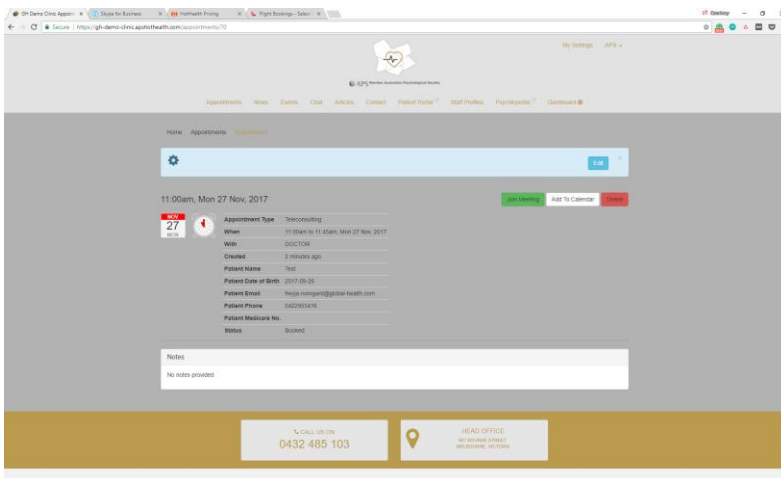
1

Login to site via desktop or phone app and click on appointments.



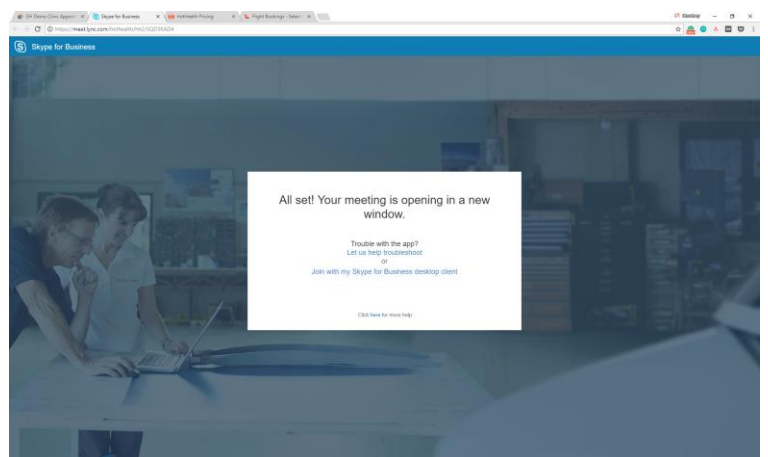
2

Open the Appointment and click join meeting. This will only be available 5 minutes before the meeting.



3

HotHealth uses Skype for Business for its Video Conferencing services. If you are accessing the service via web browser you will need to install a Skype for Business component or use the web app version.



Any questions please email
support@hothealth.com