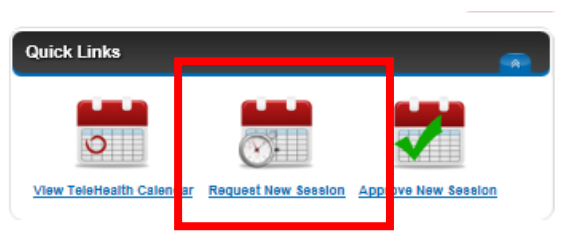


Checklist for Booking



Checklist for booking a Telehealth Session

1. _____ Have meeting attendees ***book their own rooms***
2. _____ Have meeting attendees give you their room information (You will need to provide this when you book your session on the Telehealth portal)
 - Specific room name
 - Room IP Address
 - Contact information for person attending
3. _____ Visit www.firstnationsth.ca
4. _____ Fill out the Request New Session under the Quick links section



5. _____ Fill out the information

Add all confirmed sites →

Add IP Addresses and other information here →

VC Type:

SubCategory:

Your Booked Site:

Site Details: (If your site isn't listed, select 'Other' and put your site info here)

No. Of Sites Two Sites (Site to Site): add only one site on Participating Sites below
 More than Two Sites

Participating Site(s) List:
 Alexander

VC Title:

Date/Time:

Requested by:

Your Phone:

Your Email:

Session Information:

Attachment: Attachment Exists
 No Attachment

6. _____ Email sent from Telehealth confirming your session
7. _____ Go to www.firstnationsth.ca to review all sites that have been added

* If there is a site missing email vchelp@firstnationsth.ca BEFORE your session date and provide them with all necessary information (room number, IP Address and location contact)

Checklist for the DAY OF the session/ attending a session

1. _____ Check www.firstnationsth.ca
2. _____ Go to the Calendar and click on your scheduled session to verify site list and connection information

Registration Status	Site	Site Details	Connection Info	Connection Time	Submitted On Date
Site Registered		HCOM Secretariat	FNIHB 1-888-999-3356	08:30	Jan 07, 2015 15:25
Site Registered	Canada Place - RDG Boardroom		FNIHB 1-888-999-3356	08:30	Jan 07, 2015 15:25
Site Registered	FNIHB- Parminder Thiara Desktop		FNIHB 1-888-999-3356	08:30	Jan 12, 2015 14:20
Site Registered	Standoff		FNIHB 1-888-999-3356	13:30	Jan 09, 2015 15:01
Site			FNIHB 1-888-999-3356	08:30	Jan 07, 2015 15:25

3. _____ Go to your booked site at **Connection Time** indicated on the Telehealth Portal
4. _____ Ensure all equipment is turned on for the **Connection time**
5. _____ If your site is not booked within 15 minutes of the scheduled session time then contact Telehealth at 1-888-999-3356
6. _____ If you are having technical difficulties or need to get a hold of the Telehealth Support Team please call 1-888-999-3356 do not email as there might be a chance that your email will not be answered right away.

Some Clarification points

- Sites that have not been added to the Telehealth Portal will not be able to participate in the session
- If there is a last minute site addition, the Meeting Coordinator needs to directly contact Telehealth to give the approval to add the site. Telehealth cannot just speak with the site who wants to be added. Approval must be given by the Meeting Coordinator
- If there are technical difficulties with a site, they must contact Telehealth directly 1-888-999-3356
- Telehealth does not have access to room bookings at any site, this includes Health Canada sites
- All sessions must be requested to the Telehealth team in a timely manner, **any Bridged sessions must be requested a minimum of 3 days prior to the scheduled session**, any **amendments to the site list (adding or taking off a site) must be done a minimum of 24 hours before the scheduled session**

Calling the Telehealth Support Team

1-888-999-3356

Option 2 then option 1, if you are in a video conference and need immediate assistance
Option 2, then option 2, if you need to speak to someone prior to your session regarding scheduling or administration support.

Responsibilities of the Meeting Coordinator:

- The Meeting Coordinator is responsible for getting all IP information and specific room information from all sites
- The Meeting Coordinator is responsible for adding all required sites to the Telehealth Portal. Please review the Telehealth Portal once your session has been approved as well as the day of your session to make sure that all sites have been properly added to the session
- The Meeting Coordinator needs to make sure that all sites have booked their own rooms
- The Meeting Coordinator is responsible for entering their booked site at the Connection Time (indicated on the Telehealth Portal) to assure they are connected.