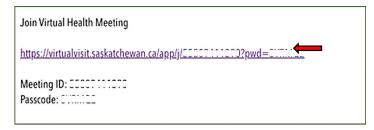
### **'MEET NOW' VIDEO MEETINGS -**

 If your clinic is seeing patients/clients using this feature, those people and invited participants/guests <u>DO NOT</u> need to create a SK Virtual Visit account. They access the meeting they are invited to via a quick link within the invitation email they receive from you prior to the meeting.



 IF this green screen appears, they click 'Continue on Web'. There is also the option to download the SK Virtual Visit app from their app store, however this is not necessary. They may 'Continue on Web', even if using a mobile device.

Sask	atchewan ½
Cont	inue on Web >
	perience, please download sit App by using the links below.
Download on the App Stor	the Google Play
Text me	the download link!
Mobil	le Phone Number

 They will automatically be redirected to a page titled 'Join a Meeting'. (Again, they do not need to be logged into a SK Virtual Visit account.)

The meeting ID and Passcode will have automatically populated.

- They should enter their name to identify themselves.
- Make sure their camera and microphone are Enabled/Allowed.
- It is recommended that they test their audio and video equipment prior to joining the meeting by clicking the 'Test Audio and Video' button before clicking 'Join'. The test takes approximately 30 seconds and will let them know the quality of their audio and video. When prompted, they should Enable/Allow their camera and microphone. Their device

should be on a steady surface, and they should speak during the test, so their audio is tested properly.

× Saskatchewan
Join Meeting
Please enter your meeting id and passcode to get started.
Meeting ID 987654321
Passcode
Name Jane Patient
Enable microphone when the call starts
Enable camera when the call starts
Remember my preferences for future meetings
Join Meeting
Test Audio and Video
Help

 Once they have a successful test, they click the back arrow at the top-left of the screen, which takes them back to the 'Join a Meeting' screen. They then tap 'Join/Join Meeting'.

E Saskatchewan 🖗	Join Meeting
Test Complete	Please enter your meeting ID and passcode to get started.
Your results are available. Please review them and run another test if you would like to check again.	987654321
Video Quality Excellent Video Bit Rate 533 kbps	····· &
Audio Quality Excellent Audio Bit Rate 31 kbps	Enable microphone when the call starts  Enable camera when the call starts
	Remember my preferences for future meetings
	Join Meeting
Restart Test	Test Audio & Video
	Help

#### **PATIENT CONSULTATIONS -**

 If your clinic is seeing <u>patients/clients</u> using this feature, those people <u>DO</u> need to create a SK Virtual Visit account, and will access their appointments after \*logging into their 'SK Virtual Visit' account, under the 'Consultations' tab.

\* They access the SK Virtual Visit 'Login page' by either opening the SK Virtual Visit APP or on a laptop/computer on the web at <u>https://virtualvisit.saskatchewan.ca/</u>



Note: **other** <u>participants/guests</u> invited to a patient consultation <u>DO NOT</u> **need to create a SK Virtual Visit account**. They must be invited with the consultation 'Join-In Information' and then access the consultation via the quick link within the invitation email they receive. *Same process and images as those shown above under invitations to 'Meet Now Meetings'.* 

## PATIENT INVITED BY EMAIL TO JOIN YOUR VIRTUAL CLINIC

**Invitation Email (Email #1)** – It is important your invited patients use the links within this email, as these join them to your virtual clinic as virtual patients.

	Saskatchewan 💋
Your Healt	In Care Provider, E Test Doctor, has invited you to register with E Test Clinic in the SK Virtual Visit App.
Get St	arted
	est Doctor can start booking appointments with you, you need to set up your account and accept their o E Test Clinic.
Follow our	easy how-to steps and you will be set up within a couple of minutes.
1. Dow	nload the app
	ading the app on your iOS or Android device, you will have access to your appointments, timely reminders tant messages from your health care provider.
🖆 A	pp Store Google Play
	e a mobile device? o wory, you can also use tree to the temperature web
2. Log	in or Create a new account
If you aire new one.	ady have an account for the SK Virtual Visit App, log in. If you do not have account, you will need to create
	ept the invitation to register with E Test Clinic are logged is, open this email on your device, then click Accept Invitation:
	Invitation from E Test Doctor
	E Test Clinic Invite Code: Q6D4FD
$\square$	Accept Invitation
	e not prompted to accept the invitation from the link, you can tap the Enter an Invite Code button on the

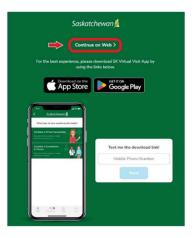
# Patients Who Previously Have Created a 'SK Virtual Visit' Account:

**Under Step 3 in the email**... click the blue 'Accept Invitation' button in the email, log into their existing account to be joined with your virtual clinic as a virtual patient.

# Patients Who Do Not Have a 'SK Virtual Visit' Account:

**Under Step 1 in the email...** Download the SK Virtual Visit app - from within the email click their App store by clicking either

- The '**App Store**' button (Apple mobile devices)
- The 'Google Play' button (android mobile devices)
- The green 'website' (laptops, computers or tablets), then click 'Continue to SK Virtual Visit on Web'.



**Under Step 2 in the email...** Open the app on their device, OR on the web on a laptop/computer, go to the login screen <u>https://virtualvisit.saskatchewan.ca/</u>, they click '**Sign Up**' (app on mobile device) or '**Create Account'** (web on laptop/computer/tablet) and continue to create their account.

# 'Account Information' screen -

1. They must enter their Account Information, choose a unique secure password and check that they have read the '**Terms**', '**Privacy Policy**' and '**Consent Form**', then click '**Continue**'.

Account Information	
Scale provide the following information to register your account.	
inst Name *	
and Name."	
Halt 1	
Cardial ·	
Choose a Password	
	Password Requirements
Second	At least 8 characters
	At least 3 capital letter
Sandons Passagad	At least 1 lowercase latter
	At least 1 number
	Al least 3 symbol (*, %, 1, etc.)
I have read and agree to the Terms and Privacy Policy	Confernation parameter matches
Thave read and agree to the Cliniant Point	

## 'Email Verification' screen & Email #2 -

They will receive a second email, which is automatically generated after they complete the 'Account Information' screen. This email provides a 'Confirmation Code' to verify the email address they entered when creating their account.

- 2. There are two ways to enable the 'Confirmation Code' (both options do the same thing):
  - a. They manually enter the 'Confirmation Code' provided in this 2<sup>nd</sup> email onto the 'Email Verification' screen, then click 'Confirm', OR
  - b. They bypass the 'Email Verification' screen by clicking the green 'here' hyperlink within this 2<sup>nd</sup> email.

Note: if they do not receive the 2<sup>nd</sup> email, in either their Inbox, Spam or Junk folders, they have the option to click '**Re-send Confirmation Code**' to have it resent.

	Saskatchewan 💋
Saskatchewan 💋	Email Verification We have sent you an email with a confirmation code. Please ente code here to confirm your email.
Hello and welcome to SK Virtual Visit!	Enter Confirmation Code
Please click here to verify your email or enter the following code when prompted after logging into your account:	Confirmation Code*
694275 Thanks for joining SK Virtual Visit.	The email may take a few moments to arrive in your inbox. Please sure to check your junk mail and refresh your inbox.
If you have any questions or suggestions for how we can improve our service, please don't hesitate to contact us at virtual/sist@ethesitis.ask.ca.	Confirm
	Re-send Confirmation Code

### 'Accept Invitation' screen –

3. They click 'Accept Invitation' and will now be joined to your clinic.

Summer .	Cousin Patient	Home
<b>4</b> 1 E	To familier approximated (2.200 a Meeting) Hereit	Please call \$31 if this is an energence. We are NDT an energence service. If you have dwelt pairs, shortness of trouts, addoment, pairs or other instactable pairs, close This app new and see a doctor in person.
01		Strukturfur franze i same genodeler Vice zona
		Enter Invite Code Typo way substitute agrees with a Health Review enter Invitiation to join E Test Clinic
		Test Ductor2 1357 Main Street
		Pre-Consultation Checklist Adapting this instance will allow you to manage appointments with you care. prevade.
		Birtholar and Gender Phone Rumber
		Address     Decline Invitation     Vester Card Number
		Constant Declar
<b>(</b> )		

4. They should complete their '**Pre-Consultation Checklist**' to 100%.

0%	Pre-Consultation Checklist Complete your Pre-Consultation Checklist to allow scheduling consultations with your health provider
	Sirthday and Gender
	V Phane Number
	Address
	Health Card Number
Complete Ch	noklist

# INVITED WITH AN 'INVITE CODE' PROVIDED BY THE CLINIC

Once the patient creates and logs into their account, they would click **'Enter Invite Code'** on their Home page, enter the code provided by you or from the invitation email and click **'Submit'**.

They will now be joined to your clinic and should complete their 'Pre-Consultation Checklist'.

### **Patient Features within SK Virtual Visit**

Patients see four areas along the left green navigation bar:

- Home
- Consultations
- Account
- More

#### HOME

Sector Press	Monica Bing	Home
	15: Book an appointment 12: Juin & Meeting Hame	Please call 911 if this is an emergency. We are NOT an emergency service. If you have chest pairs, shortness of breath, abdominal pairs or other intractable pairs, close this app now and see a doctor in person.
O]		Invitation from a care provider Vew invite: Invited to a Meeting? Join with a Meeting B and possede.
		Enter Invite Code If you must induct to register with a Health Provider, enter your code to register
		2560 Pre-Consultation Checklist Complete your Pre-Consultation Checklist to allow scheduling consultations with your health provider
		Birthday and Gender     Venere Number     Address
		Health Card Number Complete Checklist
Ð		

'Book an appointment' – this feature is currently deactivated and not available at this time.

**'Invitation from a care provider'** – this only appears if your patient has an outstanding invitation to join a clinic. Once they click this button and 'Accept' the invitation, this will disappear from their Home screen.

**'Invited to a Meeting?'** – besides joining a meeting using the hyperlink within the meeting email they received, patients can join a meeting they are invited to here, after logging into their account (if they have one). They must manually enter the Meeting ID and Passcode provided in the email, enable their microphone and camera, click if they want these preferences remembered for future meetings, then click 'Join'.

Note: when logged into their account, they are not asked to enter their name on this screen, as it will automatically generate and identify them to the meeting host/clinician.

	Join a Meeting	
	ter your meeting id and passcode to get started	i.
Meeting ID 65451562245	i	
Passcode		
Enable camer	phone when the meeting starts a when the meeting starts y preferences for future meetings	
Enable camer	a when the meeting starts	
Enable camer	a when the meeting starts y preferences for future meetings	

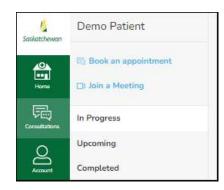
It is recommended that they test their audio and video equipment prior to joining the meeting by clicking the '**Test Audio and Video'** button **before clicking 'Join'**. The test takes approximately 30 seconds and will let them know the quality of their audio and video.

**'Enter an Invite Code'** – if patients are invited to join a clinic with an invite code provided to them by you (rather than via an email invitation), they create an account, click this button, manually enter the invite code here, then click 'Submit'.

Enter the code that you received from your ca provider below.	re

### CONSULTATIONS

There are 3 sections available – In Progress, Upcoming & Completed. This is where patients go to find and attend their scheduled, past & completed appointments/consultations. *Note: this is not where they access scheduled 'Meet Now' meetings.* 



**In Progress** – appointments that are currently active (started but not yet completed or archived by the clinic). Note: until consultations are 'archived' by the clinician or their admin, these will continue to be listed in this section.

**Upcoming** – appointments that are scheduled for the future.

**Completed** – past appointments that are complete and archived by the clinic.

# ACCOUNT

- Logout
- Profile their account information, including email, name, address, phone numbers, date of birth, gender and health card number. This is also where they may enable twofactor authentication (recommended but optional for patients)
- My Family the dependents page is not available at this time
- Notifications display of their email and mobile number (populated from their Profile info)
- Preferred Pharmacy map where patient can choose the pharmacy they normally deal with
- Care Provider a list of clinics a patient is joined with through SK Virtual Visit
- Pre-Call Test test of patient's audio and video quality
- Terms of Service
- Privacy Policy
- Consent Form

# MORE

- Logout
- Contact Us click for Help or Questions