

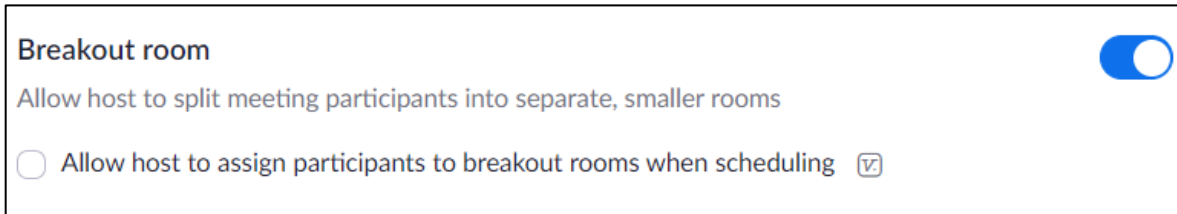
Conduct a Group Virtual Health Visit Meeting with Breakout Rooms in Zoom for Healthcare from the Desktop Client

Purpose

- Allows you to split a Zoom meeting into up to 50 separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually.

Requirements

- Use the Zoom desktop client to host the group Virtual Health Visit.
- Breakout room function is enabled:
 - Sign into your Zoom for Healthcare account on the web browser - <https://zoom.us/>
 - Click Settings.
 - Scroll to the **Breakout Room** option under the **Meeting** tab
 - Toggle **Breakout room** 'on'.
 - Do not check the box to **Allow host to assign participants to breakout rooms when scheduling**. This option is not available for scheduling patient visits.

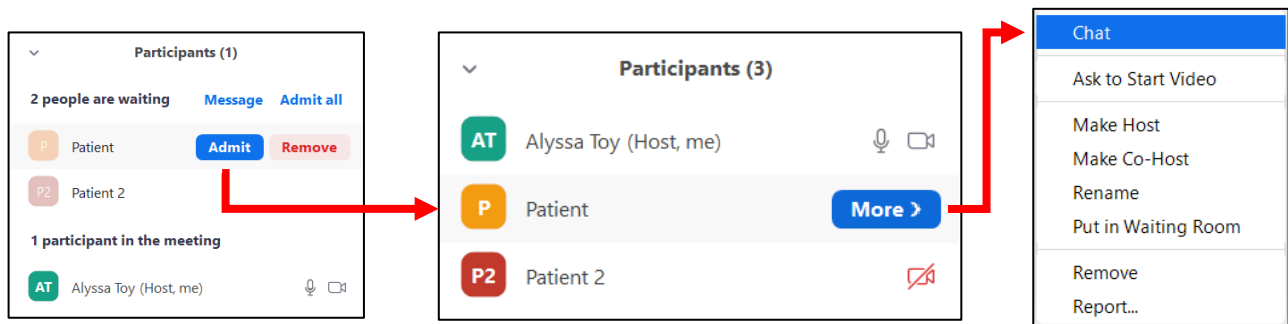


Start the Virtual Health Visit meeting

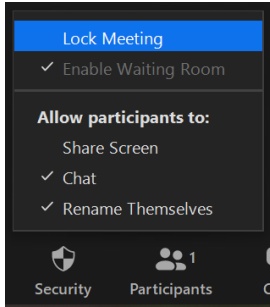
- Open the Zoom **desktop client** and sign into your Zoom for Healthcare account.
- Click **Meetings** and **Start** the upcoming Virtual Health Visit.

Admit patients from the waiting room and confirm their identities

- From the toolbar, click **Manage Participants** to view who is in the waiting room.
- Hover over the patient's name to **Admit** them.
 - You can also remove someone from a waiting room by clicking **Remove**. Once removed, they will not be able to join again.
- Once admitted, hover over the patient's name and click **More** and then **Chat**.

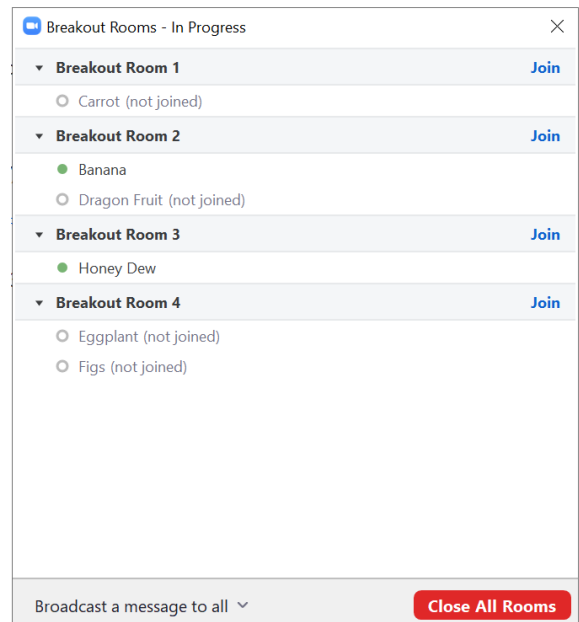
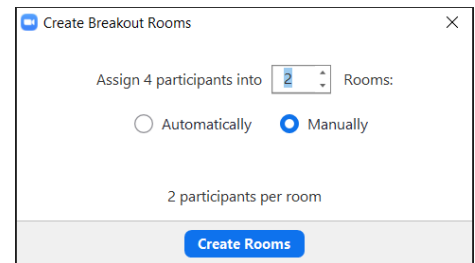


4. Verify each patient’s identity in private chat by asking typical validation questions (e.g. full name, date of birth, PHN).
5. **Optional:** The displayed patient name can be changed by clicking **More** and **Rename**. Please note that the displayed name is shared with all participants of the Virtual Health Group Visit.
6. **Recommended:** Lock the Virtual Health Visit after all participants have joined.
 - Click **Security** and select **Lock Meeting**.



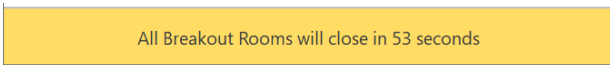
Open Breakout Rooms

1. From the toolbar, click **Breakout Rooms** to create breakout rooms and assign participants.
2. Enter the **number of breakout rooms** you want to create.
3. Choose to assign participants **manually** or **automatically** to the breakout rooms.
4. Click **Create Rooms**.
5. After creating the breakout rooms, click **Options** to view additional breakout room options.
6. Once the breakout rooms have been launched, the patients will be asked to join the breakout session.
7. The provider (host) will stay in the main meeting until joining a breakout session manually.
8. If a patient has not joined their breakout room, it will be noted by **(not joined)** next to their name.
9. **Optional:** click **Broadcast a message to all** to send a message to all participants.



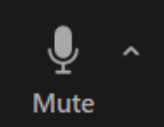
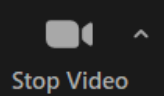

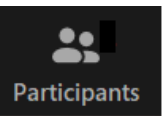
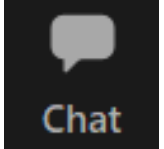

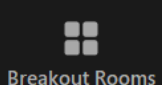
Close breakout rooms

1. Click **Close All Rooms**.
2. A countdown timer will appear. Patients will also receive a notification that their breakout room is closing.



3. All participants will be returned to the main Virtual Health Group Visit after the breakout rooms close.

Meeting controls/options

Button	Function
	<ul style="list-style-type: none"> - Mute/unmute microphone - Click ^ to manage sound options
	<ul style="list-style-type: none"> - Start/stop video - Click ^ to manage video options
	<ul style="list-style-type: none"> - Lock the meeting - Remove participants - Report participants
	<ul style="list-style-type: none"> - View meeting participants - Mute/unmute specific or all participants - Remove and report participants - Invite additional participants - Lock the meeting
	<ul style="list-style-type: none"> - Chat with all meeting participants or send a chat message to a specific participant
	<ul style="list-style-type: none"> - Share screen or specific application that is open - Note: if sharing a video (e.g. from YouTube) or something with audio, tick off box to Share computer sound so participants can hear the audio
	<ul style="list-style-type: none"> - If conducting a group visit, participants can be divided into breakout rooms for activities and discussion. Please see separate document for conducting Meetings with breakout rooms.

End the Virtual Health Visit meeting

1. Click **End** in the bottom right corner when the visit is finished.
2. Ensure you click **End Meeting for All**.
 - If you **end the meeting for all**, the Virtual Visit will close out for you and all participants.
 - If you **leave the meeting**, a new host must be assigned before you exit. The meeting will not end until the new host ends it.