

Sites are able to connect MBT videoconference equipment to a Microsoft Teams Meeting (session). Review the information below to schedule the session correctly.

Schedule the session

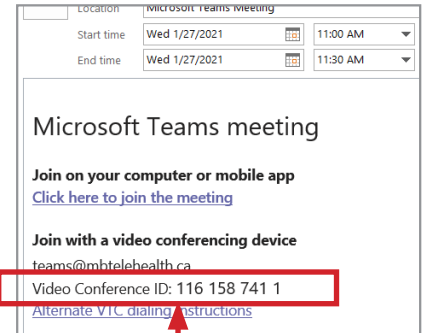
The Teams meeting (session) must be scheduled before the telehealth visit is scheduled in order to generate the Video Conference ID.

If you are a provider/clinician:

- Create the Teams meeting in Outlook but do not send it, just close the window (note: the Teams meeting will be saved in your calendar).
- Complete and submit the MBT Clinical Booking Form.

If you are an admin/clerk:

- Create the Teams meeting in Outlook and send it to the provider/clinician who will be seeing the patient (or send it to the telehealth site contact if applicable).
- Complete and submit the MBT Clinical Booking Form.



The **Video Conference ID** is in the body of the Outlook calendar invite.

Enter Video Conference ID onto booking form

The **Video Conference ID** must be included on the booking form as shown below.

Clinical Booking Form

CONSULTANT INFORMATION		
Consultant LAST Name	Consultant FIRST Name	Specialty
<input type="text"/>	<input type="text"/>	<input type="text"/>
Consultant Telehealth Site	Room/Codec VCU#	Teams Videoconference ID (10 digits)
<input type="text"/>	<input type="text"/>	<input type="text"/>
		<small>(from Outlook calendar invite)</small>
Appointment Date	Start Time (24hr)	End Time (24hr)
<input type="text"/>	<input type="text"/>	<input type="text"/>
		<small>Central Standard Time</small>

Non-Clinical Booking Form

Event Name/Subject			
<input type="text"/>	<input type="text"/>	<input type="text"/>	Teams Videoconference ID (10 digits)
Host Site	Host Room/Codec VCU#	# of Attendees (approx)	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			<small>(from Outlook calendar invite)</small>

Cancelled or rescheduled events

Cancelled and rescheduled events: the Video Conference ID will change and the new ID number needs to be communicated as part of the event change.

Rescheduled events (date/time): the Video Conference ID remains the same.

! If the patient site is unavailable you will be notified by MBT schedulers.