



How to Schedule and Manage a Multipoint



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Clinical Introduction

You can schedule and modify your multipoint events up to 30 minutes before start time. Restrictions for non-member and ISDN systems still apply.

To ensure that appropriate resources are available to support an after-hours event, you must contact Scheduling to book one. The Contact Centre can be reached at 1 866 454 6861 option2.

Adding Patient Systems

Consultant System Click here for

You can only select systems that are not ISDN

	Contact	Email	Tel. Num
<input type="checkbox"/> TOR_ICC_0434_EXE_01	<input type="text" value="Larry Learner"/>	<input type="text" value="llearner@aps.ca"/>	<input type="text" value="416-826"/>

Patient System(s) Click here for

	Patients	Contact	Email	Tel. Num
<input type="checkbox"/> NBY_KMC_0898_MST_01	<input type="text" value="2"/>	<input type="text" value="Lucy Administrator"/>	<input type="text" value="lucya@pop.ca"/>	<input type="text" value="7"/>
<input type="checkbox"/> SUD_SPP_1999_SPP_01	<input type="text" value="2"/>	<input type="text" value="Tony Temp"/>	<input type="text" value="ttemp@gch.ca"/>	<input type="text" value="7"/>
<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select All

[1] You can schedule up to 60 patient sites for a total of 61 systems in your clinic. If you do require assistance please call OTN's Contact Centre at: 1 866 454 6861 or email scheduling@otn.ca

Patient Information

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Associated Clinical Events		
Start Time	End Time	Patient Name
0700	0730	Harry Doe
0730	0800	Joe Patient

Create Associated Clinical Event >>

There are not enough patients registered

[2] If you wish to include patient information in a multipoint clinic, it is best to schedule the appointments first, and then contact Scheduling to change the event to a multipoint. You will not be able to add individual patient appointments to your clinic once it becomes a multipoint.

Clinic Type Selection

Participants [Click here for help](#)

Please select yourself as the event's requestor.

Requestor* :

Consultant* :

Clinic Details [Click here for help](#)

Event Type* : **3**

Clinic Type : Serial Group
Group - All patients seen at once
Serial - Patients seen one after another

Purpose* :

Priority* : Need help selecting the appropriate prior

Date of Event* : dd-mm-yyyy

Scheduled Event:

[3] Ncompass reporting for Serial and Group multipoint clinics is slightly different from point-to-point events. In a group clinic, each site gets credit for their patients - and the consultant gets credit for all the patients attending. In a serial clinic, all sites get credit for all patients, not only those that attend at their site.

Conference Mode Selection

<< [back to last calendar view](#) | [refresh this page](#)

Clinic Event #8526105 Sch

Clinic Details Click here for help with this section ?

Date of Event: Sep 28, 2010 - 07:00 to [no setup time]

Event Type: Internal Medicine/Cardiology **4**

Clinic Type: Serial

Conference Mode: Participant View: Full Screen Layout
Host View: Full Screen Layout

Call Management: Auto Start/End (bridge controlled)

Purpose: One to One Consult

Priority: Elective

Requestor: Larry Learner ⓘ

Consultant: Ian Clinic ⓘ

Participant Systems Click here for help with this section ?

Consultant System

Site Name	System Name	Contact Info	Cal
Dr Ian Clinic	TOR_ICC_0434_EXE_01 ⓘ	Larry Learner ⓘ llearner@aps.ca	

Event Tool Bar

Status: Sched

Created By: larry learner

Created: 07-07-10

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Edit

Copy

Print

Show Full Log

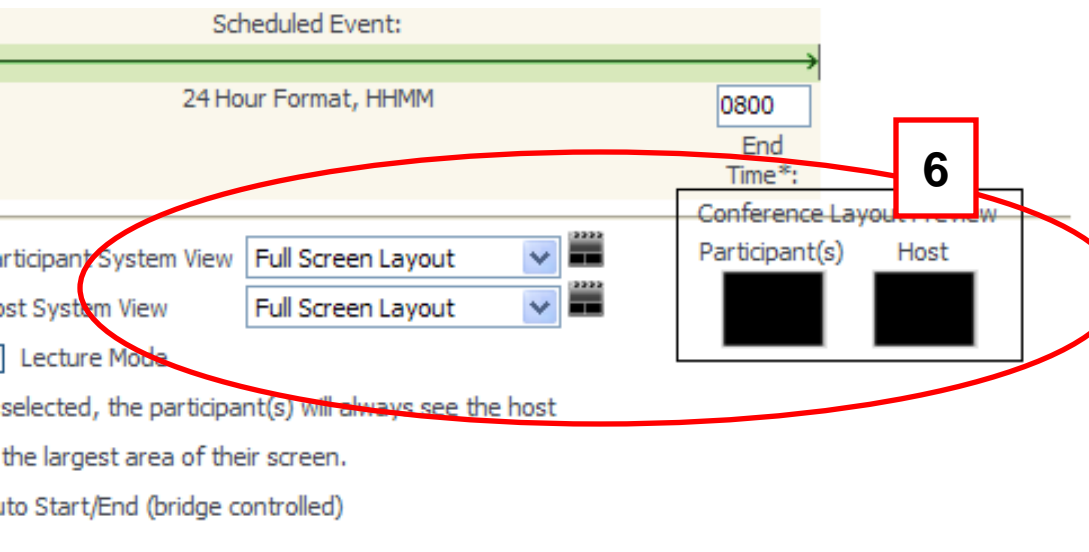
Cancel

Notify Particip

[4] Once you have scheduled your event, you will notice that full layout is the default setting. This means that sites will be viewed on the entire monitor when their microphone is unmuted and sound is made at their site.

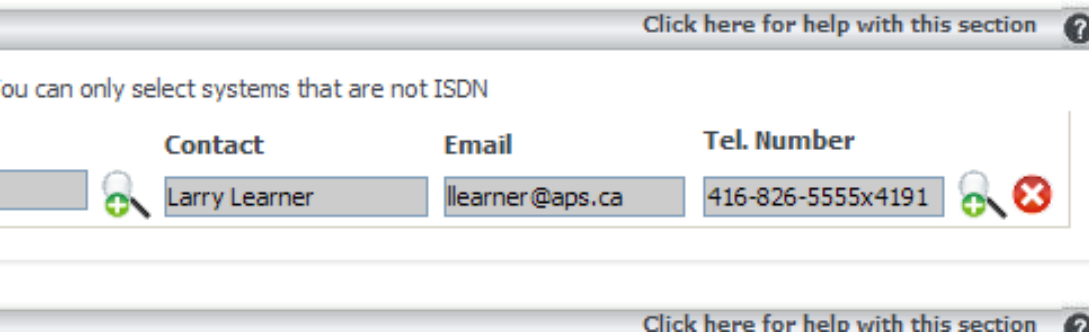
[5] Point-to-point clinics can be edited at any time. However, multipoint clinics are locked down by noon the business day prior to the scheduled event. Consequently, the edit button will no longer appear and any changes that need to be made to the event must be directed to Scheduling.

Conference Mode Selection



[6] If you click on the edit button in a clinical multipoint event, you can select different screen layouts in the “Conference Mode” section. The Participants or Patient System and Host or Consultant System View drop down menu provides five possible layouts that can be selected in a multipoint event which include:

- Full Layout,
- Side by Side (2) Layout
- Quad Layout,
- 5 + 1 Layout,
- 7+1 Layout



Conference Mode Selection

Scheduled Event:

0700 Start Time* 24 Hour Format, HHMM

Conference Mode: Participant System View Full Screen La [7] [v] [icon]
Host System View Full Screen La [7] [v] [icon]

Lecture Mode
If selected, the participant(s) will always see the host in the largest area of their screen.

Call Management: Auto Start/End (bridge controlled)

[7] Below the “Host System View” conference mode selection is a check box entitled “Lecture Mode”. By clicking this box, the participant of the event will always view the host in the largest area of their screen depending on the Layout previously selected.

Consultant System

You can only select systems that are not ISDN

Contact	Email
TOR_ICC_0434_EXE_01	Larry Learner
	llearner@aps.ca

Ncompass Terminology

Auto Initiate	An Ncompass feature that enables events to start and end automatically without manual intervention. This means that if you schedule an event to start at 8:00 AM, the systems involved will automatically connect at that time, provided the videoconferencing systems have been turned on.
Clinical Event	An event that directly or indirectly discloses patient information.
Clinic Frame	The actual scheduled videoconference event which contains all the details regarding the video call and includes the: date, start and end time, systems involved.
Multipoint	An event that involves more than three sites in the videoconference. Any multipoint event requires a bridge. A bridge acts like the hub of a wheel, bringing together the spokes or in this case the individual sites, in a videoconference. All multipoints have a clearly defined start and end time and must be scheduled at least 30 minutes before they are to occur.



Ncompass Terminology

Ncompass	Ncompass is an online scheduling tool designed for OTN Members to schedule and manage videoconferencing events. It's simple to use, secure and gives OTN Members access to the same scheduling information as OTN's Scheduling Services.
Patient Appointment	An optional component which allows the clinical scheduler to add details such as the start and end time of a patient's appointment, the patient name, contact information as well as any particulars regarding the appointment. Please note, you will not be able to add patient appointment information if your clinic is a multipoint event. To do this you will need to contact Scheduling.
Point-to-point	An event that takes place between two videoconference systems and does not require the involvement of a bridge. Point-to-point calls can be scheduled at any time. Furthermore, point-to-point events provide users with portal calling features.