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TELE/VIDEO CONSULTATION AT CENTRAL INSTITUTE OF PSYCHIATRY USING CIP DIGITAL ACADEMY

IN VIEW OF THE CURRENT CORONA PANDEMIC, AS PER THE GUIDELINES AND ADVISORIES ISSUED BY COMPETENT AUTHORITIES, CIP RANCHI IS FACILITATING ELECTIVE/REGULAR FOLLOW UP OF PATIENTS THROUGH VIDEO CONSULTATION USING THE FACILITIES OF CIP DIGITAL ACADEMY.

FOLLOWING ARE THE STEPS TO ENSURE APPOINTMENT BASED VIDEO CONSULTATION WITH YOUR RESPECTIVE TREATING CONSULTANT/PHYSICIAN FROM CIP, RANCHI

STEP 1: ENSURE AND TAKE APPOINTMENT WITH YOUR TREATING DOCTOR ON ANY WORKING DAY EXCEPT SUNDAY, SECOND SATURDAY AND HOLIDAYS FROM 10:30 AM TO 4:30 PM (LUNCH TIME 1:00 PM TO 2:00 PM) THROUGH THEIR RESPECTIVE CONTACT DETAILS OR CALLING CIP HELPLINE OR SENDING EMAIL AT DIRECTOR@CIPRANCHI.NIC.IN

STEP 2: TREATING DOCTOR/PHYSICIAN SHALL LOG THE APPOINTMENT SESSION AT CIP DIGITAL ACADEMY WHICH WOULD BE DONE WITH THE HELP OF TECHNICIAN POSTED THERE

STEP 3: JOINING THE SESSION ON THE STIPULATED DATE AND TIME

STEP 4: CONDUCTING TELE/VIDEO CONSULTATION USING ZOOM APPLICATION

PROCEDURE TO JOIN MEETING IS SHOWN AS BELOW

Connecting to the CIP DIGITAL ACADEMY

Please find below Steps to log in

To download the software (free) please go to <http://zoom.us> and click on the Download link at the bottom of the page

PC/Mac - You'll need to allow the file download and then run the file.
Once Zoom is installed it should open automatically

Click on Join a Meeting

Enter the Meeting ID 8340061918

Enter your Name and Place (will be easy for us to know you)

Click on Join Meeting

iPhone/iPad/Android Phones/tablets- Please go to the App Store (Apple) or Google Play Store (Android) and download the Zoom Cloud Meetings app

Press Join a Meeting and enter 8340061918 on the first line, enter your name on the second line and then press Join

Etiquettes for the Meeting:

- 1. Please keep your mic. Mute (The mute button is left down corner of the screen) while session is on**
- 2. You can UNMUTE and then interact with others**
- 3. Remember to switch on the “camera” as it helps all of us to recognize and know**
- 4. Please note that the ZOOM software is free to download and use**

KINDLY NOTE:

- 1. SEEKING APPOINTMENT FOR TELE/VIDEO CONSULTATION IMPLIES THAT THE PATIENT/GUARDIAN GIVE THEIR CONSENT FOR SEEKING SUCH CONSULTATION**
- 2. THAT THE ENTIRE SESSION WOULD BE VIDEOGRAPHED UNDER END TO END ENCRYPTION AND STORED AS PROPERTY OF CIP**
- 3. THE CONSULTATION WOULD NOT BE VALID FOR MEDICOLEGAL PURPOSES**
- 4. DOCTOR/PHYSICIAN SHALL ENSURE THAT THEY TAKE OUT THE CASE RECORD FILE AT THE TIME OF CINSULTATION/AFTER CONSULTATION AND DOCUMENT THE VIDEO CONSULTATION IN THE FILE IN CONTINUATION OF FOLLOW UP NOTES**
- 5. THAT THE FACILTIIY SHOULD NOT BE SOUGHT/ENTERTAINED FOR PATIENTS SEEKING ACUTE /EMERGENCY MEDICAL/PSYCHIATRIC CARE FOR WHICH THEY ARE ENCOURAGED TO ATTEND 24X7 CIP EMERGENCY SERVICES**

**SD/-
DIRECTOR, CIP**