POC Call How-To Job aide

Historically: IDT members call 1-866-398-5740

and use either password to sign into the call

- 890008 for most POC calls and 172000 for Kaiser calls

Webex (new 2/26):   Use the <u>SAME</u> Number 1-866-398-5740

The new passcodes:

2661 156 4384 for usual POC calls

2661 631 3414 for Kaiser/alternate line

***All calls will need to have a "moderator/host code" to open the call. This code will be for <u>anyone</u> who is **first on the call**:

5800 for usual POC calls

4691 for Kaiser/alternate calls

***There is no reason to use Webex with a camera at this time…just call in on any phone, your work phone, your cell phone etc. as we have always done.

<u>For nurses to conference in a patient</u>.

On a work phone. Dial the POC Call number, give the password.

When at the end of the call and its time to conference in the patient:

1. Push the button below the 2 dots
2. Hit the button below "CONF" to open a second line.
3. If they do not answer, leave a message and hit End Call button and then press the lighted first line button to re-join the call
4. <u>Only when the person has answered</u>, do you hit "CONF" again to join the two lines. Hit end call if there are more than one patient joining