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Overview

Attend Anywhere is a purpose-built platform allowing healthcare professionals to manage their services, removing the need for travel. BCHC patients and clinicians engage in the same way except the waiting area is online. Appointments are generated in the same way and sent via text or email to the patient requesting them to join the consultation.

Attend Anywhere also facilitates Multidisciplinary team-based care. Both patients and clinicians can share their screen to show images/test results etc.

Creating Your User Account

Log a ticket with DTS requesting your user account to be set up

Once Service Support have confirmed that your profile is set up you will receive a verification email from NHS England containing a link.

Create your account

Enter the account details for:
janice.pettitt1@nhs.net

First name

Last name

Create a password [\(show\)](#)

Confirm password [\(show\)](#)

I accept the [Terms of Use](#) and [Privacy Policy](#) and acknowledge that NHS England Attend Anywhere uses cookies in accordance with its [Cookie Policy](#).

Create account

Password needs to be 10 characters

- 1 letter
- 1 number
- 1 special character

You will then receive an email containing sign-in instructions and a summary of the roles you have been assigned.

Once you have logged in to Attend Anywhere you will arrive at the homepage.

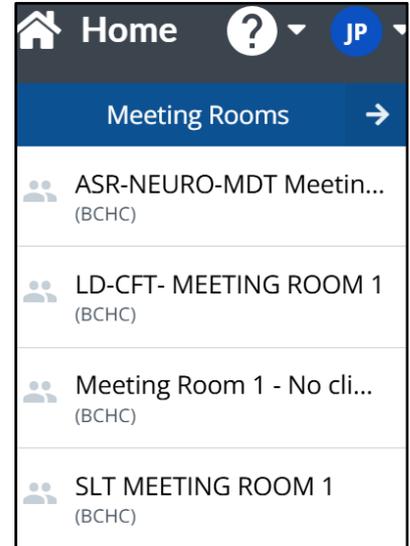
Accessing a Meeting Room



- Click  or **(Meeting Rooms)**

This will display the meeting rooms that have been created for your service

A meeting room is used for Departmental Meetings for 4 – 6 participants, they are not suitable for consultations

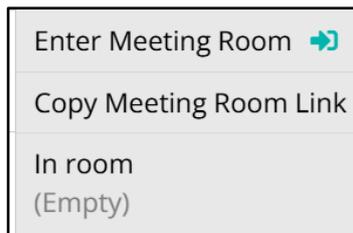


- Click **Meeting Title**



Options display

- Click 



Once you enter the Meeting Room you will see the Meeting Title on the top left allowing you to check you are in the correct meeting. You will see an image of yourself with a control panel at the bottom of the screen.

Meeting Control Panel

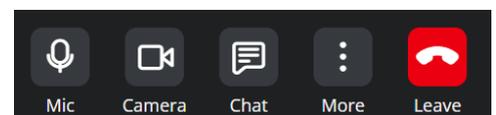
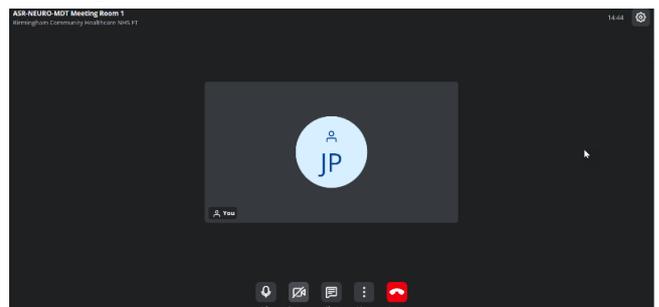
The **Microphone** can be switched on or muted

The **Camera** can show your image or be switched off

The **Chat** facility can be used to send links or write notes

The **More** button allows you to select a background or invite another person to the meeting

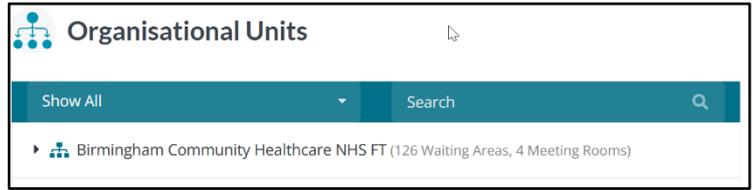
The **Leave** button will close the call or return to the meeting



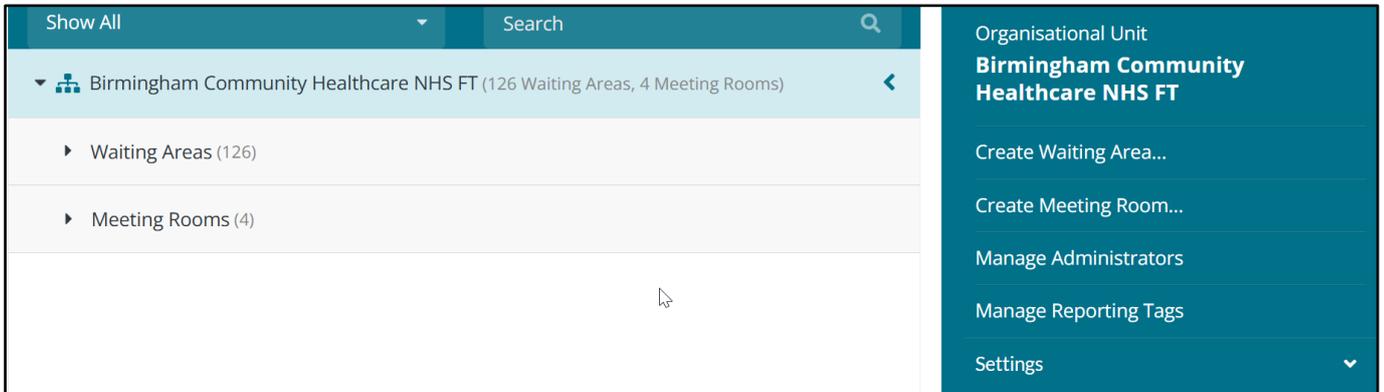
Organisational Units

- Click **Organisational Units**

This displays the organisation and the units available within it.



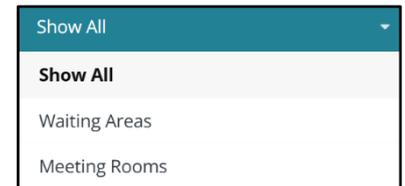
- Click **Your Organisation**



You can select any Waiting Area or Meeting Rooms that are available to you.

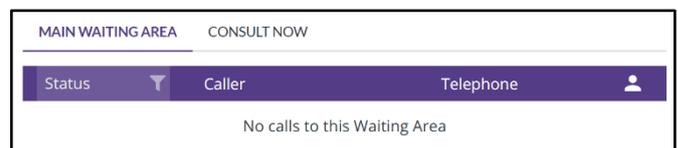
- Click **Show All**

To display the options



Waiting Areas

All created clinic waiting areas are listed in alphabetical order making it easy for you to locate the correct clinic. Once you select your clinic you will see the Main Waiting Area



You will see a list of Patients' names in the Waiting Area

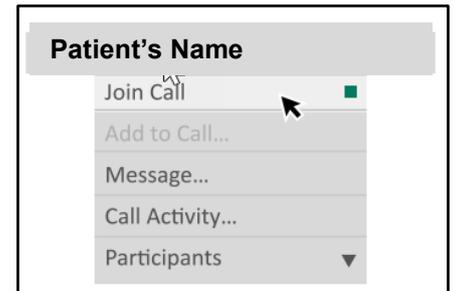
Joining an Individual Appointment

- Click **Patient's Name**

Action Menu displays

- Click **Join Call**

The Call Screen opens



Inviting Additional Person via Call

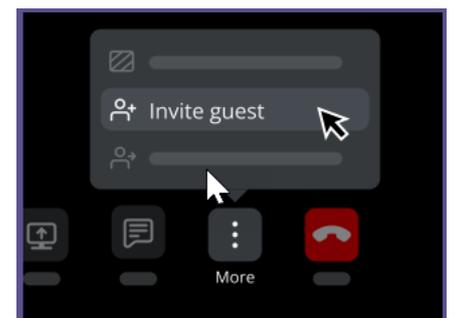
Whilst in the 1-1 call you may wish to invite another person to join you from the Call Screen

- Click 
- Click **Invite Guest**

Insert either the email address or mobile number of the additional person. This will send the One-Time Link.

The additional person needs to click the link and inserts their details which will join them into the call

This can be done but using another person in the Waiting Area.



Inviting Additional Person via the Waiting Area

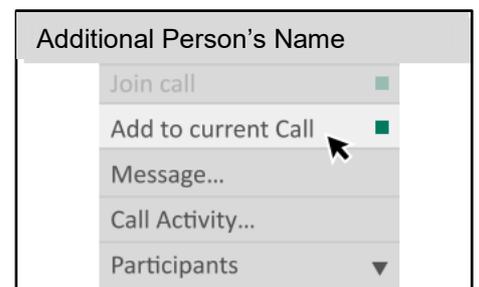
In a relevant waiting area, find the additional person

- Click **Additional Person's name**

Action Menu displays

- Click **Add to Current Call**

The additional person joins your call.



Begin a Group Appointment

- Click **Group Consultation Waiting Area**

When you can see all the people in the Waiting Area

- Click **Launch Call**

The group-consultation call screen displays

- Click **Admit All**