Healthdirect Video Call – How to add people to a service.

Where to start?

- Login on healthdirect video call website

- One you sign in you will be taken to your dashboard this is your main navigation page it will look like this

- With healthdirect there are two types of room group rooms and services
  - **Group rooms** - are for one off video calls, such as education events and corporate communications
  - **Services** – are for patient services
  - Generally it is wise to add your clinicians to both the services and group rooms.
To add a clinician to a service

- Click the organisation box on the bottom right hand box of the page

- A little box will come up saying “view all” click it

- At the organisation sheet click the organisation you want to click

- Click the “view profile” button
• Click the service on the bottom left hand page

• You will be directed to the service profile. Once here click the add bottom middle left of the webpage

• Click add person to add suitable clinicians
• You will be directed to a service offering membership dashboard press the add button on the middle of the page

• You will get a pop up box asking you to enter/add clinicians to the service

• Add details of who you want to have membership. The clinician will receive an automated email inviting them to join and register.