How To Use the RBHA.net Videoconference Scheduling Tools
(For Site Telemedicine Coordinators)

On your computer, open your web browser. Go to www.rbha.net.

From the navigation bar on the left, select “scheduling center.”

Near the top of the screen you will see a box titled “Quick Links.” In this box, click on the “admin login” icon.

Select your email address from the drop-down menu. Type in your password and press the “login” button. (If you forget your password or wish to change it, call the NARBHA Telemedicine Staff at 928-214-2201 or 928-214-1186.

Now you will see a screen that gives you five options:

Request a Video Meeting
View Active Meetings
Accept or Decline a Meeting
Reports
Edit Meetings

When you click on “Request a Meeting,” you will need to SCROLL DOWN to the “Request a Meeting” form. Fill out the form according to the following directions.

- All fields that have an asterisk MUST be filled in or you will not be able to submit the form.
- The fields “Requestor Name” and “Requestor Email,” are auto-populated for you.
- For “Requestor Phone” type in your work phone number.
- Type in the Meeting Date in the mm/dd/yyyy format.
- If you are scheduling more than one date, select “multiple meeting dates.” This will open a 12-month calendar. Click the dates you would like to select and then scroll to the bottom of the page and select “Add Dates.” Note that the date field will now be grayed out.
- In the “Meeting Name” field, type in the title of the meeting.
- For “Meeting Start Time” and “Meeting End Time,” use the hh.mm format. For example, a meeting from noon to 1 p.m. would go from “12:00 PM” to “01:00 PM.”
- For “Chairperson Name” type in the chair’s first and last names.

- Under “Meeting Type,” select the appropriate type (administrative, training, community service, or clinical). “Clinical” meetings are doctor-patient meetings only.

- Under “Meeting Length,” select the length of the meeting to the nearest half hour.

- Under “Site of Host,” select whichever of your sites is hosting the meeting. (If your site is not the host, then you need to wait for the host site to schedule the meeting, and then accept or decline the invitation. Do not schedule meetings if your site is not the host.

- Under “Is CEU/CME Certification Available,” the default answer is “no.” Change it to “yes” only if your meeting will provide Continuing Medical Education Units to the participants.

- The “Number Attending” field is optional.

- To help far-end site coordinators know whom to communicate with at their sites about whether to accept or decline your meeting invitation, please enter a brief description of the meeting’s purpose or the target audience (e.g., “meeting for SA coordinators”).

- Use the “Comments” box if you to explain something to the site coordinators who will receive the automatic emails generated by the web scheduling tool, such as “I changed the date of this meeting,” or “this meeting has been rescheduled to a different time,” etc.

- Under “Requested Sites,” check the boxes next to the sites you want to invite.

- For each site that you select to invite, it is required that you fill in the key staff participant’s name in the field to the right of the site name. If you do not know the participant’s name then input the expected audience, such as “CEOs” or “social workers.”

- Sites are organized under “NARBHA Sites” (including NARBHA SAAs, the Arizona Council, Arizona State Hospital, Navajo DBHS, and WMATRBHA); “CPSA Sites” (including DBHS); “Cenpatico Sites”; and “Other Sites” (including Empowerment Systems, Inc., Gila River TRBHA, U of A, and non-network sites).

- When you are finished inviting sites, scroll to the bottom of the form and click on “Send Request.”

You will see your meeting request pop up on the screen saying “Thank you. The Following Meeting Request Has Been Sent.”

The site coordinator at each invited site will receive an automatic email notification of the meeting request, which invites them to go to the website and answer “yes” or “no” to the meeting invitation.

The “**View Active Meetings**“ option allows you to search by date range to look at all meetings your site is hosting and all meetings your site has been invited to. From this menu, you can view specific meeting information, including invitation responses, by clicking on the meeting titles.

To input the dates of meetings you want to view, SCROLL DOWN to the “VIEW Meetings” search engine. You can search for one date, a range of dates, or a keyword.

You can also view meetings on the scheduling center page. There is a link at the top of the page called “Weekly Network Meetings,” which will show you all the meetings on the network.

The “Accept or Decline a Meeting Invitation” option allows you to search by a single date, a date range, or a keyword to find all meetings your site is hosting and all meetings to which your site(s) has been invited.

- Under “Meetings Your Site is Hosting,” the telemed hookup defaults to “yes.” If you have multiple rooms at the location that will be hosting the meeting you will need to assign a room. Type the room name into the “Room Name” field and click on the button “Update Rooms” to save your room selections.

- Under “Meetings Your Site Has Been Invited To,” you can accept or decline a meeting invitation by clicking individually on “yes” or “no” under “Telemedicine Hookup” in the far right column. **If you are assigning Room Names you will need to use the batch process below, or it will not work properly.*

- To “batch process” a number of invitations at once, select the “Y” or “N” buttons in the far LEFT column for several meetings at once. Fill in the “Room Name” field if you need to specify a specific video room. Click on the “Update Responses” button at the top of the table to save your changes.

- If a meeting has been cancelled, it will say so in red letters in the far right column.

- You can also click on the meeting title to view meeting details.

The “Reports” option allows you to generate reports showing how many administrative, how training, community service, and clinical meetings your sites have been involved in during a specified date range. The reports also show number of hours of each type of meeting activity.

The “Edit Meetings” option allows you to change titles, dates, times, and durations of meetings, invite / un-invite sites, cancel meetings (leaving them in the database with a “cancelled” notation), or entirely delete meetings from the database. If you’re making changes to meetings, it’s a good idea to put a notation in the “comments” box explaining what you changed.

REMINDER: If you request, change, or cancel a meeting on the rbha.net website within 24 hours of meeting start time, YOU MUST CALL the NARBHA Telemed staff to confirm that we are aware of the new information.

If you have questions or problems using the web scheduling tools, please call us! We are happy to help. (NARBHA Telemedicine Staff cell phone: 928-607-5385.)