

How to schedule on RBHA.NET

RBHA Telemedicine Network - Windows Internet Explorer

http://www.rbha.net/scheduling.html

RBHA Telemedicine Network

RBHA Telemedicine Network
Arizona Regional Behavioral Health Authority

scheduling center

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quick links

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- weekly network meetings

- [Quick Tips for NARBHA staff](#)
- [Detailed request instructions for NARBHA staff \(word file\)](#)
- [Detailed instructions for site telemed coordinators](#)

If you have any questions, please contact the NARBHA telemed staff at 928-214-1186 or 928-214-2201

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Done, but with errors on page. Internet 100%

Select Request Form

Login

The screenshot shows a Windows Internet Explorer browser window displaying the website <http://www.rbha.net/narbha/guest.asp>. The page features a navigation menu on the left with items like 'home / news', 'scheduling center', 'program overview', 'site coordinators', 'site calendars', 'procedures & guidelines', 'clinical usage', 'universal service rebates', 'psychiatric grand rounds', 'network specs', 'activity data', 'resources', and 'contact info'. The main content area is titled 'Welcome to the Telemedicine Scheduling Center' and contains a 'GUEST USER LOGIN' form. The form has two input fields: 'Full Name:' and 'Email Address:', both of which are circled in red. Below these fields is a 'LOGIN' button. To the right of the form, there is a red text annotation that reads 'Full name and NARBHA email'. The footer of the page includes the copyright notice '© 2005 RBHA Telemedicine Network. All rights reserved.' and 'Web hosting by FlagstaffConnection.com'.

RBHA Telemedicine Network
Arizona Regional Behavioral Health Authority

forms

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Welcome to the Telemedicine Scheduling Center

To gain entry into the **Telemedicine Scheduling Center**, type your **Name** and **Email Address** below and select '**LOGIN**'. Once inside the scheduling center, **guests** will be allowed to request video and non-video meetings.

GUEST USER LOGIN

Full Name:

Email Address:

LOGIN

Full name and NARBHA email

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Request Video Meeting

The screenshot shows a Windows Internet Explorer browser window displaying the website for the Arizona Regional Behavioral Health Authority (RBHA) Telemedicine Network. The browser's address bar shows the URL <http://www.rbha.net/narbha/index.asp>. The website header features the RBHA logo and the text "Telemicine Network" and "Arizona Regional Behavioral Health Authority". A navigation menu on the left lists various site sections, including "home / news", "scheduling center", "program overview", "site coordinators", "site calendars", "procedures & guidelines", "clinical usage", "universal service rebates", "psychiatric grand rounds", "network specs", "activity data", "resources", and "contact info". The main content area is titled "Welcome to the Telemedicine Scheduling Center" and contains a "Meeting Tools" section. Within this section, the link "Request Video Meeting" is circled in red. Other links in the "Meeting Tools" section include "Request Non-Video or Audio Meeting", "View Your Meetings", and "View NARBHA Conf Rm Calendar". An orange arrow points from the circled link to a text box on the right that reads "For meetings with people attending over video". The footer of the website includes the copyright notice "© 2005 RBHA Telemedicine Network. All rights reserved." and the web hosting information "Web hosting by FlapstaffConnection.com".

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Welcome to the Telemedicine Scheduling Center

Meeting Tools

[Request Video Meeting](#) | [Request Non-Video or Audio Meeting](#) | [View Your Meetings](#) | [View NARBHA Conf Rm Calendar](#)

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For meetings with people attending over video

Request Video Form

The screenshot shows a web browser window titled 'RBHA net - Windows Internet Explorer' with the URL 'http://www.rbha.net/narbha/meeting_request.asp'. The form is titled 'Meeting Information' and contains the following fields:

* Requestor Name:	Cammy Garnett	* Requestor Phone:	
* Requestor Email:	cammy.garnett@narbha.org	* Meeting Date:	mm / dd / yyyy <input type="checkbox"/> Multiple Meeting Dates Today's Date: 8/15/2007
* Meeting Name:			
* Meeting Start Time:	hh : hh AM	* Meeting End Time:	hh : hh AM
* Chairperson Name:		* Meeting Type:	Select Type
* Meeting Length:	0.0	* Site of Host:	Select Location
Is CEU/CME Certification Available?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Meeting Description:			
Comments:	If you would like a specific room, request here.		

Below the form, there is a section for 'Requested Sites' with a sub-section for 'NARBHA Sites' containing a checkbox for 'Arizona Council-Phoenix' and a field for 'Key Staff Participant(s)'.

Annotations on the form include:

- A yellow arrow pointing to the 'Is CEU/CME Certification Available?' field with the text: 'Helps decide what room you are assigned'.
- A red arrow pointing to the 'Site of Host' dropdown menu with the text: 'Only NARBHA for NARBHA users'.
- A red asterisk next to the 'Requestor Name' field with the text: '* Means field is required'.
- A red asterisk next to the 'Meeting Type' dropdown menu with the text: 'Clinical: Doctor - Client'.
- An orange box around the 'Comments' field with the text: 'If you would like a specific room, request here.'

If it takes more than 30 mins to enter all information and send request, it will not work. If you get side-tracked while entering information, start over to ensure your request goes through correctly.

Adding participants

Site coordinators at each selected site will receive an email notification and will be prompted to 'accept' or 'decline' the request based on their video room availability.

Email not sent to participant entered, only site coordinator.

The screenshot shows a web browser window titled "RBHA net - Windows Internet Explorer" with the URL "http://www.rbha.net/narbha/meeting_request.asp#". The page content is titled "Requested Sites" and lists various "NARBHA Sites". Each site has a checkbox and a text input field for "Key Staff Participant(s)". A red oval highlights the input field for "Arizona Council-Phoenix".

Site	Key Staff Participant(s)
<input type="checkbox"/> Arizona Council-Phoenix	
<input type="checkbox"/> NARBHA ABHS-Whiteriver	
<input type="checkbox"/> NARBHA CBHS-Fredonia	
<input type="checkbox"/> NARBHA CBHS-Page	
<input type="checkbox"/> NARBHA CCC-Holbrook	
<input type="checkbox"/> NARBHA CCC-Kristin Giese TX	
<input type="checkbox"/> NARBHA CCC-Showlow	
<input type="checkbox"/> NARBHA CCC-Winslow	
<input type="checkbox"/> NARBHA LCBHC-Ellen Morse	
<input type="checkbox"/> NARBHA LCBHC-Springerville	
<input type="checkbox"/> NARBHA LCBHC-St. Johns	
<input type="checkbox"/> NARBHA Mingus Ctr-Cottonwood	
<input type="checkbox"/> NARBHA MMHC-Bullhead City	
<input type="checkbox"/> NARBHA MMHC-Kingman-Admin	
<input type="checkbox"/> NARBHA MMHC-Kingman-Main	
<input type="checkbox"/> NARBHA MMHC-LHC	
<input type="checkbox"/> NARBHA VVGC-Cottonwood	
<input type="checkbox"/> NARBHA WYGC-GTWC	
<input type="checkbox"/> NARBHA WYGC-Prescott	
<input type="checkbox"/> NARBHA WYGC-Prescott Valley	
<input type="checkbox"/> NARBHA Flanstaff	

Always have something in the "Key Staff" box

- Name of attendee
- Department
- Symbol

Peripherals and Sending Request

http://www.rbha.net/narbha/meeting_request.asp#

RBHA net

Live Search

Page Tools

<input type="checkbox"/> Superstition Mtn-Apache Jct	<input type="text"/>	Key Staff Participant(s)
<input type="checkbox"/> Superstition Mtn-Kearny	<input type="text"/>	Key Staff Participant(s)
<input type="checkbox"/> Superstition Mtn-Oracle	<input type="text"/>	Key Staff Participant(s)

Other Sites

<input type="checkbox"/> Empowerment Systems, Inc.	<input type="text"/>	Key Staff Participant(s)
<input type="checkbox"/> University of Arizona	<input type="text"/>	Key Staff Participant(s)

Peripherals: NARBHA ONLY

<input type="checkbox"/> Document Camera	<input type="text"/>	Key Staff Participant(s)
<input type="checkbox"/> Laptop	<input type="text"/>	Key Staff Participant(s)
<input type="checkbox"/> Play DVD at meeting	<input type="text"/>	Key Staff Participant(s)
<input type="checkbox"/> Play videotape at meeting	<input type="text"/>	Key Staff Participant(s)
<input type="checkbox"/> Projection screen	<input type="text"/>	Key Staff Participant(s)
<input type="checkbox"/> Projector	<input type="text"/>	Key Staff Participant(s)
<input type="checkbox"/> Record meeting on DVD	<input type="text"/>	Key Staff Participant(s)
<input type="checkbox"/> Videotape meeting	<input type="text"/>	Key Staff Participant(s)
<input type="checkbox"/> Wireless mouse	<input type="text"/>	Key Staff Participant(s)

* Required field.

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Request Non-Video

To request a specific room, send email to Telemed@narbha.org letting us know.

Meeting Tools

[Request Video Meeting Meeting](#) | [Request Non-Video or Audio Meeting](#) | [View Your Meetings](#) | [View NARBHA Conf Rm Calendar](#)

RBHA net - Windows Internet Explorer

http://www.rbha.net/narbha/meeting_request2.asp

Request a Non-Video Meeting

Fill in all required (*) information for your non-video meeting, and click on the 'Send Request' button at the bottom of the form to submit your request.

- Site coordinators at NARBHA will receive an email notification and will be prompted to 'accept' or 'decline' the request based on their room availability.
- The 'requestor' will be able to view the meeting details and site status on the 'View Your Meetings' page.

Meeting Information			
* Requestor Name:	<input type="text" value="Cammy Garnett"/>	* Requestor Phone:	<input type="text"/>
* Requestor Email:	<input type="text" value="cammy.garnett@narbha.org"/>	* Meeting Date:	<input type="text" value="mm / dd / yyyy"/> Multiple Meeting Dates Today's Date: 8/15/2007
* Meeting Name:	<input type="text"/>		
* Meeting Start Time:	<input type="text" value="hh"/> : <input type="text" value="hh"/> AM	* Meeting End Time:	<input type="text" value="hh"/> : <input type="text" value="hh"/> AM
Number of people attending at NARBHA:	<input type="text"/>	* Chairperson Name:	<input type="text"/>
Audio Only Options		<input type="checkbox"/> Do you need an audio meeting?	
How many people will be calling in (including yourself)?	<input type="text"/>	Do you need a room?	<input type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Send Request"/>		<input type="button" value="Clear Form"/>	

* Required field.

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Done

Internet 100%

Decides what room you are placed in

Multiple Dates available

Audio only / Conference Calls

Enter all information for a non-video request along with Audio Only options

Request a Non-Video Meeting

Fill in all required (*) information for your non-video meeting, and click on the 'Send Request' button at the bottom of the form to submit your request.

- Site coordinators at NARBHA will receive an email notification and will be prompted to 'accept' or 'decline' the request based on their room availability.
- The 'requestor' will be able to view the meeting details and site status on the 'View Your Meetings' page.

Meeting Information			
* Requestor Name:	Cammy Garnett	* Requestor Phone:	
* Requestor Email:	cammy.garnett@narbha.org	* Meeting Date:	mm / dd / yyyy Multiple Meeting Dates Today's Date: 8/15/2007
* Meeting Name:			
* Meeting Start Time:	hh : hh AM	* Meeting End Time:	hh : hh AM
Number of people attending at NARBHA:		* Chairperson Name:	
Audio Only Options			
How many people will be calling in (including yourself):		<input type="checkbox"/> Do you need an audio meeting?	
		Do you need a room?	<input type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Send Request"/>		<input type="button" value="Clear Form"/>	

* Required field.

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You will receive a different number for each participant to dial.

Checking responses

You can check to see if sites have said they will be attending your meeting
Via video by viewing your meetings.

The screenshot shows a web browser window titled "RBHA net - Windows Internet Explorer" with the address bar displaying "http://www.rbha.net/narbha/meeting_search.asp". The website header features the RBHA logo and the text "Telemedicine Network Arizona Regional Behavioral Health Authority". A navigation menu on the left lists various site sections. The main content area is titled "Welcome to the Telemedicine Scheduling Center" and contains a "Meeting Tools" box with several links. One link, "View Your Meetings", is circled in red. Below this is a "Meetings You Requested" section with a search form. The search form includes fields for "Start Date", "End Date", "Meeting Keyword", and "Meeting Type", along with "Search Entire Range" and "Search Start Date ONLY" buttons. An orange text overlay on the right side of the search form reads: "Enter date of the meeting you would like to check and hit 'Search Start Date'".

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Meeting Tools

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Meetings You Requested

This feature allows you to query for active meetings that you requested. You may search by "date", "meeting type", or "keyword". To view meeting details, click on the "meeting name" in the "Search Results" table.

Meeting Search			
Start Date	August	15	2007
End Date	August	15	2007
Meeting Keyword	<input type="text"/>		
Meeting Type	All Types		
<input type="button" value="Search Entire Range"/>		<input type="button" value="Search Start Date ONLY"/>	

Enter date of the meeting you would like to check and hit "Search Start Date"

Checking Responses

Meetings You Requested

This feature allows you to query for active meetings that you requested. You may search by "date", "meeting type", or "keyword". To view meeting details, click on the "meeting name" in the "Search Results" table.

Meeting Search			
Start Date	August	15	2007
End Date	August	15	2007
Meeting Keyword	<input type="text"/>		
Meeting Type	All Types		
<input type="button" value="Search Entire Range"/>		<input type="button" value="Search Start Date ONLY"/>	

MEETINGS YOU HAVE REQUESTED

Search Results				
Meeting Date	Meeting Time	Meeting Name	Meeting Type	Room Name
8/15/07	12:00 PM - 1:00 PM	Fake Meeting - Ignore	Video Meeting	

Click on title of meeting
you would like to check

Checking Responses

RBHA net - Windows Internet Explorer

http://www.rbha.net/narbha/meeting_details.asp?meeting_id=14580

RBHA net

contact info

Meeting Details

Meeting Name:	Fake Meeting - Ignore
Requestor Name:	Cammy Garnett
Requestor Phone:	928-214-1186
Requestor Email:	cammy.garnett@narbha.org
Chairperson Name:	Cammy
Meeting Date:	8/15/07
Meeting Start Time:	12:00 PM
Meeting End Time:	1:00 PM
Meeting Type:	Administrative
Site of Host:	NARBHA-Flagstaff
Meeting Length:	1:0
Number Attending:	20
Is CEU/CME Certification Available?:	No
Meeting Description:	
Room Name:	
Comments:	Mohave Room Please

Requested Sites

Site Requested	Telemed Hookup	Room Name	Key Staff Participant
NARBHA Sites			
NARBHA ABHS-Whiteriver	No		Jacqui Naue
NARBHA CBHS-Page	Yes		Tasha Crandall
NARBHA CCC-Holbrook	Yes		Cheryl Batala
NARBHA LCBHC-St.Johns	Yes		Thea Clemons
NARBHA MMHC-Kingman-Admin	No		Char Benaitis
NARBHA VVGC-Cottonwood	No		Kim Thrusby
NARBHA WYGC-Prescott	Yes		Reta McCarty
NARBHA-Flagstaff	Yes		Cammy

Done

Internet 100%

Late Scheduling

WHEN YOU SCHEDULE OR CHANGE A MEETING WITHIN ONE BUSINESS DAY OF THE MEETING TIME, **YOU MUST CALL NARBHA TELEMED STAFF TO CONFIRM THE MEETING. CHANGES MADE ONLY ON THIS WEBSITE, BUT NOT CALLED IN, ARE NOT GUARANTEED TO BE MADE! CALL THE TELEMED STAFF AT: 928-607-5385**