



Weekly Caduceus Meeting GPS Tracking

Please be advised that you are required to submit your weekly Caduceus session attendance using the GPS tracking feature on your SPECTRUM account. Please see below for a brief reminder on GPS tracking.

****You must log any meeting address locations you may attend into the system prior to using the GPS feature.****

How to add a new meeting location:

1. Click on the drop-down menu (three horizontal bars at the top left of the app screen) and choose Documentation. Then choose Attendance and choose My Locations. A screen will open to allow you to enter the information for a new location.
2. Enter the location information as instructed then click Save. The location will then be available when you use the GPS tracking feature for meetings.

How to track meetings using GPS:

1. In the Attendance Log, click on Add Meeting then check "I am currently at the meeting" The system will automatically record the Start Time. The system will capture Start Time & End Time separately, and the associated address information.
2. Select Meeting Type. Your new meeting location should appear in the Location drop down menu.
3. Once meeting is completed, select End Meeting. System will capture time and address.
4. Click Save once completed. **The Save meeting button will only appear if both start and end meeting time is logged.**

Notes:

- If you click cancel before saving, this will remove the meeting record.
- X button will simply close the popup without removing the meeting record. If the session is expired or the app is logged out, system will display "Currently at the meeting..." notification on the top of the home page when user logs in again.
- If Start Time is captured, and no End Time is captured, the associated meeting record is removed at midnight that day.
- If both Start Time and End Time are captured but not saved, the associated meeting record is removed at midnight that day.
- System will calculate the distance between Start Meeting Address and End Meeting Address. System should display "Same Address" as Start Meeting Address, otherwise, it will display "[End Meeting Address] ([distance])".



Video Conferencing via Zoom

The Tennessee Medical Foundation Physician's Health Program is moving further into the electronic age by incorporating the use of video-conferencing via Zoom to facilitate Case Management for those participants that live outside the middle Tennessee area. Rather than our Case Managers driving to Memphis or Johnson City and staying in a hotel, we will use video-conferencing to facilitate these meetings.

Of course, any participant that wants to come to the TMF office to have a face-to-face meeting is more than welcomed and invited to do so no matter where they live. Please note that those participants that are meeting with our East Tennessee Field Coordinator, Carl R. will continue to do so as before.

Zoom works with almost any PC or Mac, Apple or Android smartphones and tablets with any platform or operating system as long as the device has a video camera. It is ultra-secure while providing HD video and clear audio. We are making this change to increase safety and to save time and money so we can provide the best services in the most economical and secure manner.

We recommend using this service on your computer or tablet to get the best picture. The smartphone screen is just too small to appreciate your Case Manager's inner beauty. The instructions are below and are easier than they look. Thanks for growing with us.

How to Join a Zoom Meeting as an Attendee

Joining a meeting is simple with Zoom.

1. Once the organizer has sent you an invitation, on the day of the meeting simply click the URL link in your calendar invitation which will bring you directly into the session.
2. Before joining a meeting, you will be prompted to choose whether you will be using your telephone or your microphone and speakers.
3. From the dropdown, you can choose which mic and speakers you would like to use if you have options.
4. Click the webcam button to share your webcam and unmute your microphone by clicking on the microphone button.

For more information on how to use Zoom visit this URL:

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>