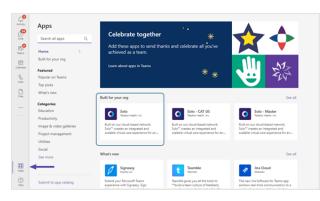
Introduction

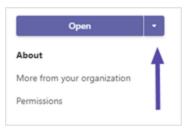
The Solo with Teams App enables a user of the Solo platform to work within Microsoft Teams. As a practitioner you can view, share, and start your telehealth services and sessions from Microsoft Teams.

Getting Started

- 1. Log into your Teams application.
- Click on the Apps icon and select the Solo configuration for your practice from the Apps screen.



3. Select the **Open** button.

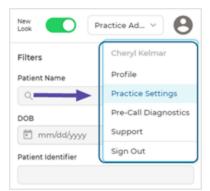


Create telehealth services for your practice.

- 1. Select the **Services** tab.
- 2. Click on the Add Service + button.
- 3. Create a Service Name, Service Line, and Service Type and set the toggles.
- 4. Once created, edit your Service by clicking on **Edit Members** from the **Services Info** screen.
- 5. Use the **Search New Member** feature to view users.

Navigation

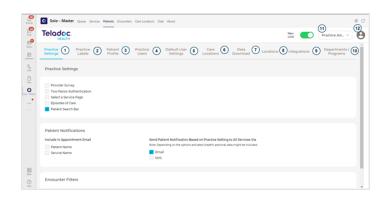
Use the user icon drop down to select **Practice Settings**



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Solo with Teams App Quick Reference Guide for Practice Admins



Element	Description				
1	Practice Settings : Set authentication, notifications, and filters.				
2	Practice Labels Labels for the health system, account number, and MRN number.				
3	Patient Profile: Set the parameters users can use to set their profile.				
4	Practice Users: Create new users and see a list of users.				
5	Default User Settings: Set default set- tings				
6	Care Locations: Set up Care Locations for users.				
7	Data Download: Set the dates for the data to be down loaded.				
8	Locations. Add a new location and view locations.				
9	Integrations: View Integrations				
10	Departments/Programs: Set depart- ments and programs.				
n	Profile: Set the roles for the users				
12	User icon: Create a profile, set practice settings,, pre-call diagnostics, or support.				

A description of Elements 1, 6, and 10 follows below:

Practice Settings (Element 1)

Set the parameters for your practice.

- 1. Select the Practice Settings tab
- 2. Enable each practice setting by clicking on the check box next to it.



Provider Survey	Enable a Practitioner survey.
Select a service page	Enable services and Select A Ser- vice
Episodes of care	Enable the ability to group Encounters.
Patient Search Bar	Enable a patient search bar
Patient Noti- fication	Select to receive notifications.
Encounter Filters	Select filter encounter information.



Solo with Teams App Quick Reference Guide for Practice Admins

- 3. Set Services for the Care Location App.
 - Select Edit, Add Titles, and Choose Layout for the Care Location App on your device; if you have a Teladoc Health device with a touch screen.

9	Taladaa					
	Teladoc					
				\frown		
	Practice Settings	Practice Labels	Patient Profile	Practice Users	Default User Settings	Care
endar						
2	Create User					
	create osci					
D in	First Name					
0						
Hanter						
	Last Name					

Add Titles		Choose Layout		
Use titles to help organize the columns of service	is for the clinical care team	Choose the number of columns you would like to organize the services into		
Show Column Titles				
Button Layout Drag to reorder the Services buttons				
Thie	Title	Thie	Thie	
TeleEM	TeleNeonatology	TeleOB	TeleStroke	
26 Characters Remaining	17 Characters flemaining	26 Characters Bernaining	22 Characters Itemaining	
EmergencyMedicine	Activate Teleneonatology	: Emergent	II New Request	
	1 Transfer & Activate		II Non-acute/follow-up	
_				
Save			Reset Layout to Default	

Add Users (Element 4)

Practice Admins configure user settings.

- Select the Practice User tab and then Create new user.
- 2. Enter a name, email, phone and select the roles.
- Select one or multiple user roles, such as Practitioner or Practitioner + Practice Admin.

Add Care Location (Element 6)

Select Add Care Location to enter a Name. Choose or **ROBOT** to enter the device serial number and **Client ID**. By default, Skip activation is unselected if active. **Save**.

Care Location
Care Location Name ICU Lite 4
WEBRTC
• ровот
Serial Number
Client ID
Skip activation
Save

For U.S., contact 24/7 Support 1-877-484-9119.

