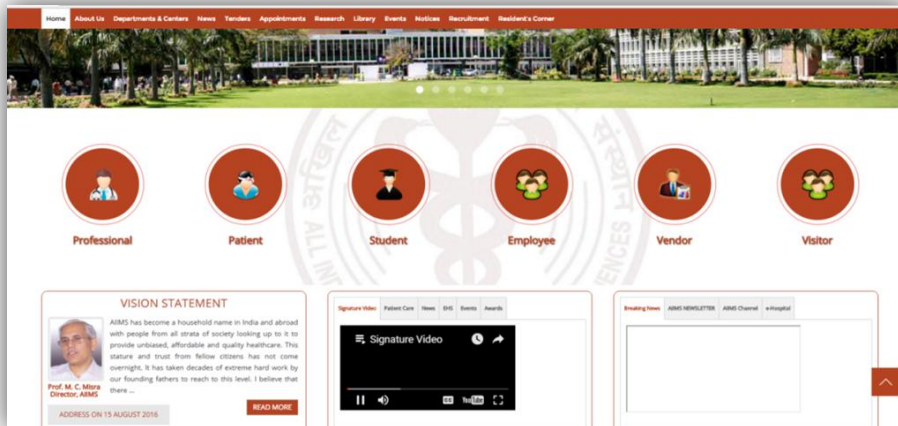# GUIDELINES FOR TAKING APPOINTMENT FOR AIIMS VIDEO CLINIC

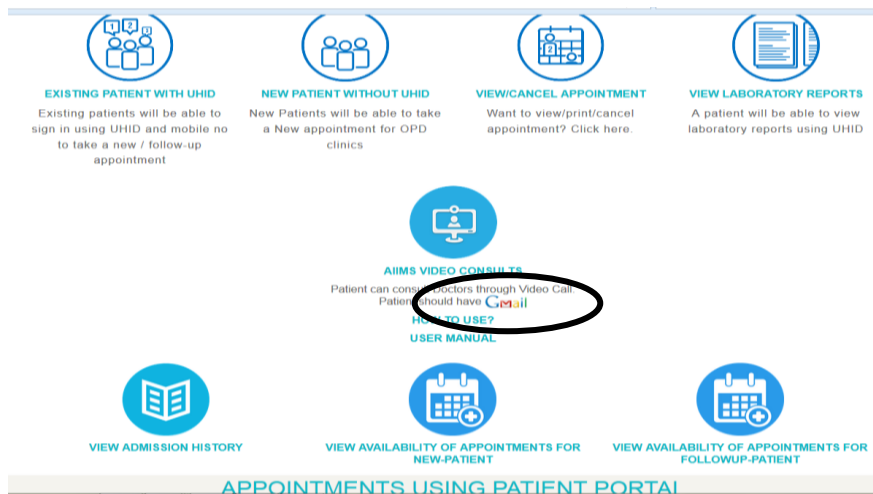1. Log on to www.aiims.edu

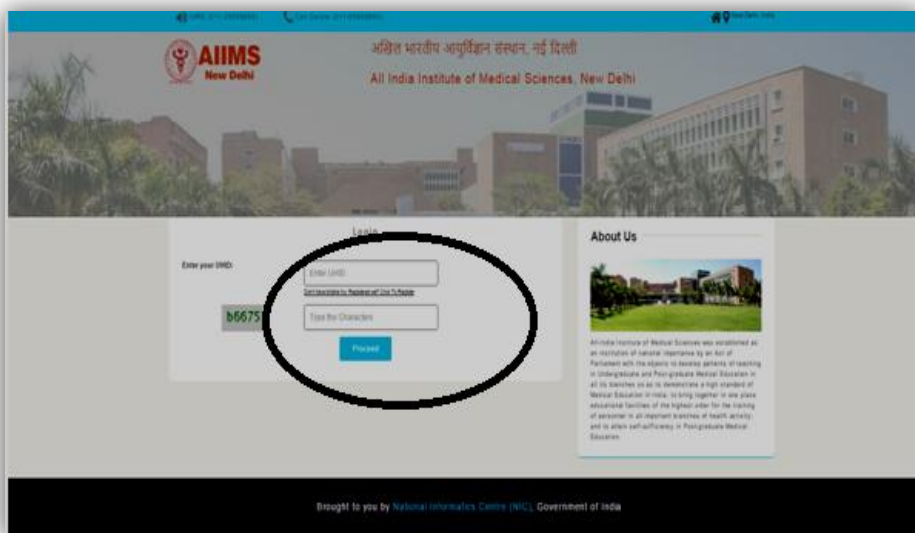2. Click on appointments

3. Click on AIIMS VIDEO CONSULTS. You need Gmail id for the consultation as video call is done
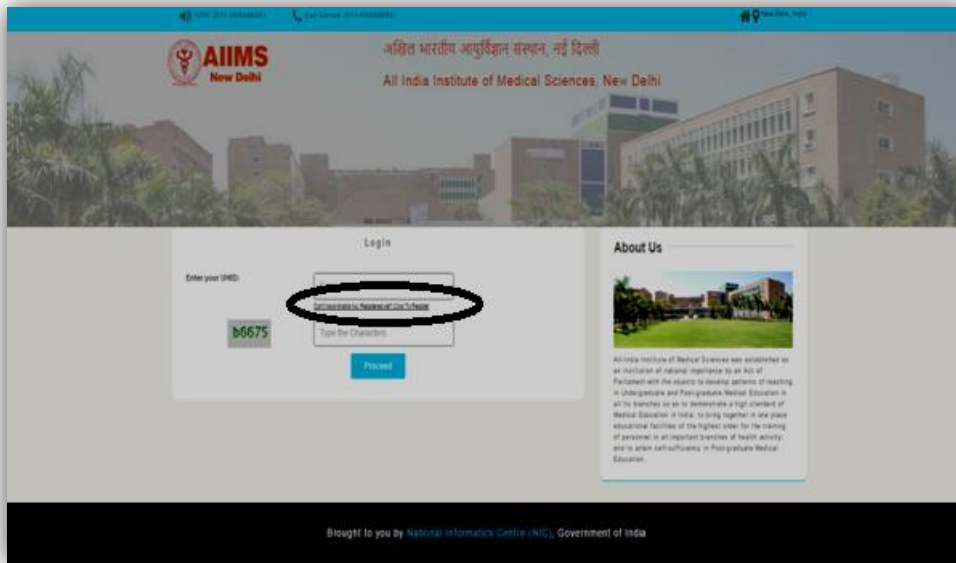
4. If you do not have a Gmail id, click here.

5. Enter UHID, type given characters and then click proceed button
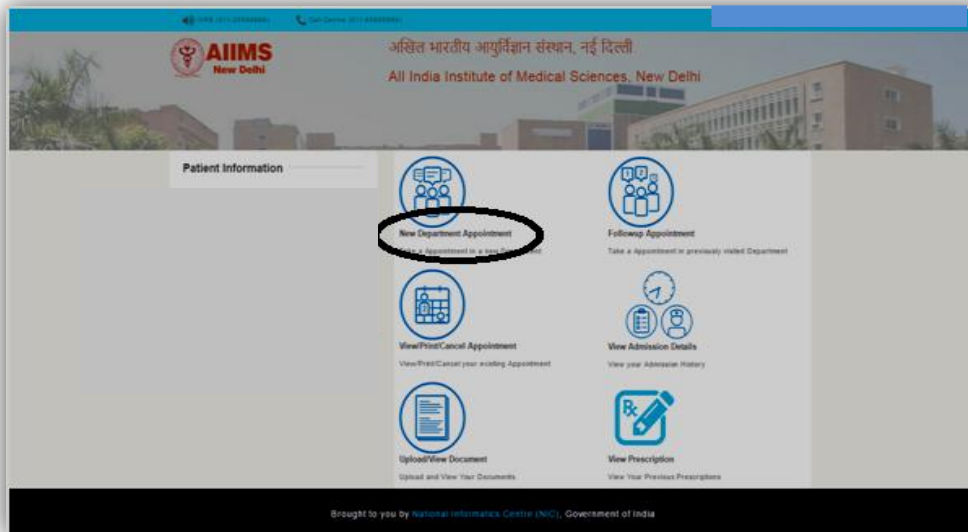

6. Enter the OTP received in your registered mobile number

7. If you haven't registered your mobile number then click here

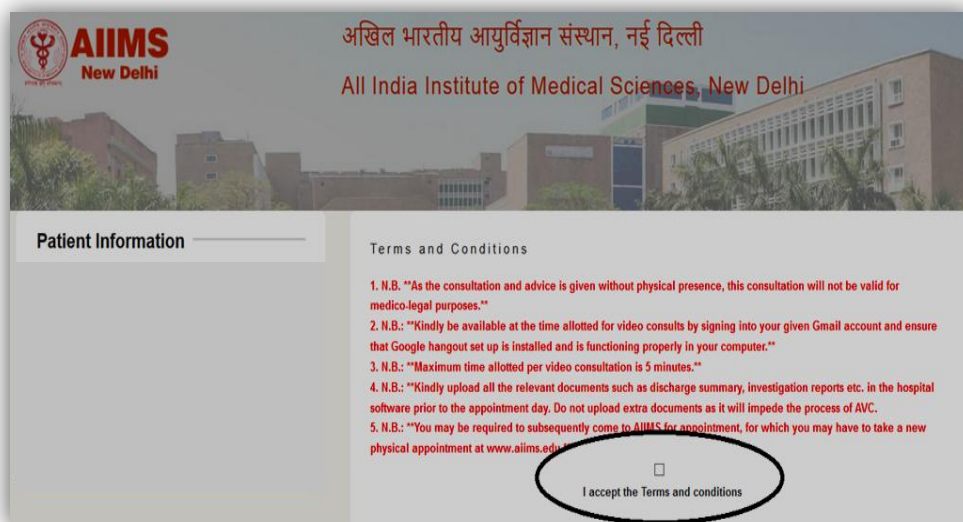8. Select new department appointment for new patients

9. Click on the video consult for the concerned department

10. Put tick mark to accept declaration and proceed further.

You need to accept the following declaration

- As consultation and advice is given without physical presence, this consultation will not be valid for medico-legal purposes
- Kindly be available at the time allotted for video consultations by signing into your given Gmail account and ensure that Google hangouts set up is installed and is functioning properly in your computer.
- Maximum time allotted per video consultation is 5 minutes.
- Kindly upload all the relevant documents such as discharge summary, investigation reports etc. in the hospital software. Uploading of documents can be done till one day prior to the appointment day. Do not upload extra documents as it will impede the process of AVC.
- You may be required to subsequently come to AIIMS for appointment, for which you may have to take a new physical appointment at www.aiims.edu.
- All documents should be in JPEG format with size up to 4 MB.

11. Enter your e-mail ID and click on confirm

12. Enter details then save and proceed.
   - Chief complaints and diagnosis if known fields are Snomed CT coded.
   - Multiple complaints can be entered using coma in text field.

13. Select a convenient date as per the availability of the doctor.

14. Click on book appointment after cross checking the details displayed.
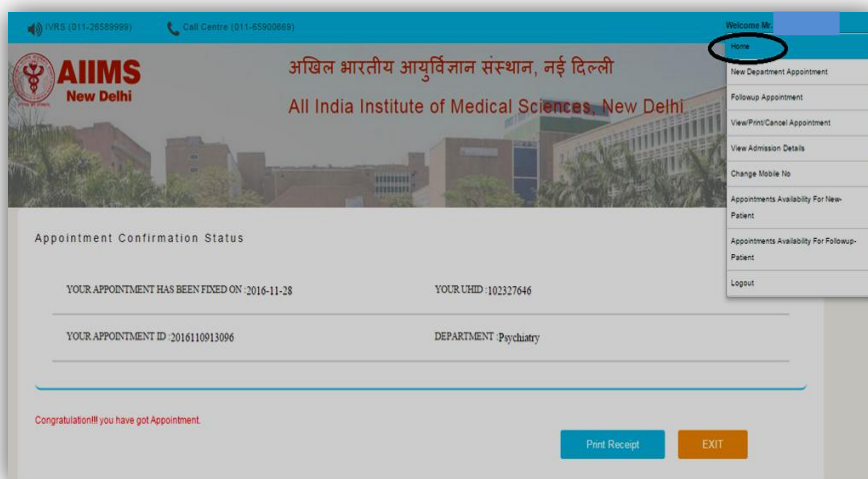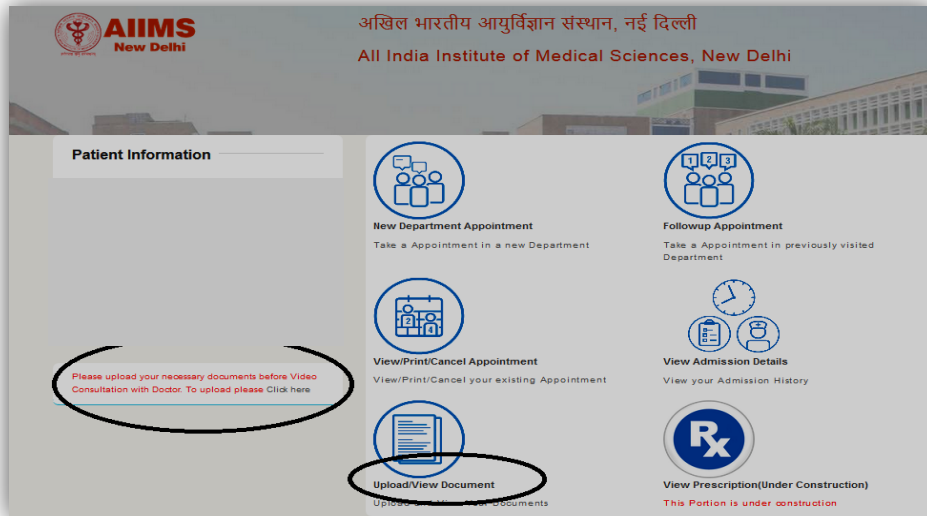
15.

15. Click on print receipt

16. Click on home icon and select view/print/cancel appointment to cancel your appointment.
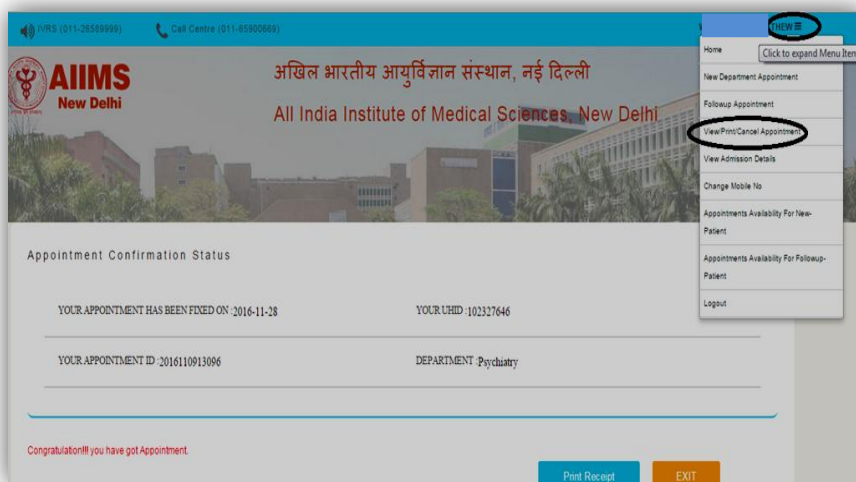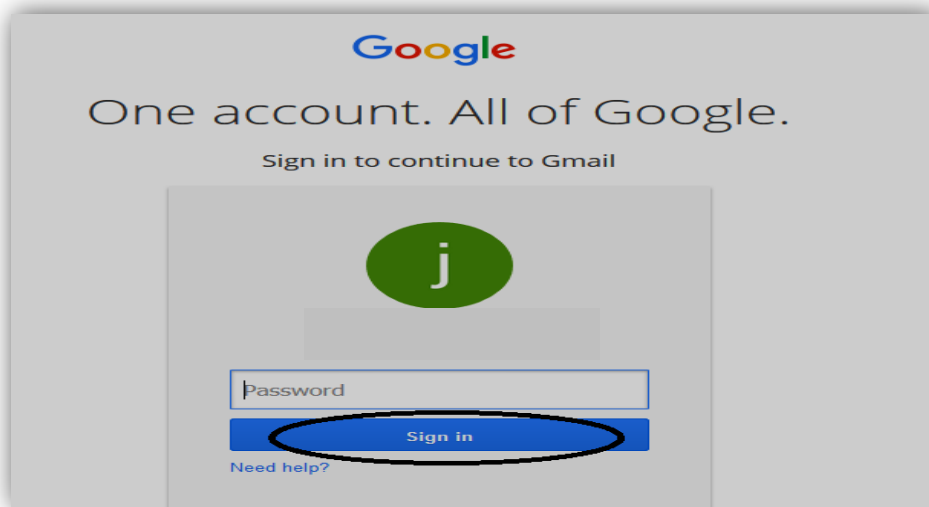

17. Click on HOME to go back to home page

18. Click on 'Upload/view document' to upload your documents
(JPEG format, max 4 MB size)

19. Once appointment is done, be ready by login to your Google account. Ensure that Google hangouts plug-in are installed in your system.

20. Accept the call by clicking on Google hangouts