

SUBJECT: Disabling Personal Meeting IDs - June 1st, 0900 pm

Please share this email with an administrative assistant who schedules Zoom meetings (patient appointments) for you.

As a result of recent privacy breaches during patient appointments using the Personal Meeting ID (PMI) option, Virtual Care **will be disabling** this option on **June 1, 2020 at 0900 pm**. Users will get a message stating that “PMI is disabled” when trying to access a meeting (patient appointment) using the PMI option after that date. After June 1st, all scheduled meetings will use the “Generate Automatically” option (unique meeting ID for each meeting).

Please see instructions for [How to verify and change your PMI Meetings](#). You MUST take the following action for meetings (patient appointments) that were scheduled using the PMI Meeting ID option:

- Check your “Upcoming Meetings” to determine which meetings (patient appointments) were created using the PMI option.
- Note the date and time of the meeting (patient appointment) and delete the meeting in Zoom, as well as in any other scheduling tool such as Outlook.
- Schedule a “new” meeting (patient appointment) using the “Generate Automatically” option.
- Send the new meeting (patient appointment) link to the patient/participants and advise them that the original meeting link is no longer valid.

No action is required if all your scheduled meetings (patient appointments) were scheduled using the “Generate Automatically” Meeting ID option.

For resources and other training material, visit the [Zoom for Healthcare website](#).

If you have any questions, please contact virtualcare@nshealth.ca.

The Virtual Care Team



Cathy Cruz

IM/IT Manager, Virtual Care
Information Management & Technology (IM/IT)
Nova Scotia Health Authority
90 Glen Allan Drive, Bridgewater NS B4V 3S6
Cell: 902-521-2849
Cathy.Cruz@nshealth.ca
www.nshealth.ca

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