

**Aarogyasri Health Care Trust**  
**Government of Andhra Pradesh**  
**Dr.Y.S.R.Bhavan, Opp. Dr.B.R.Ambedkar Open University,**  
**Road No.46, Jubilee Hills, Hyderabad – 500 033.**

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**Circular**

**AST/7/6/F-31/2010-11, Dt.13-09-2010**

Sub: - Aarogyasri Health Care Trust Pre- auth department- Orthopedic and Neuro-Surgery Pre auth approvals – WebEx recording-certain guide lines –Reg.

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It is to be noted that video counseling evidences submitted by the hospital is inaudible to preauthorization doctors leading to delay in approvals. Hence, all the NWHs are requested to follow instructions given below to ensure proper recording in Web Ex format.

**System Resources:**

1. Connecting wire with male pins on both sides
2. Web Ex software

**System preparation:**

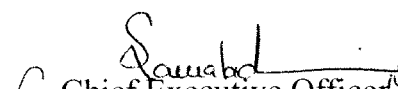
1. Ensure that the Web Ex software, audio and mic drivers are installed in the computer system on which Web Ex recording has to be done.
2. Of the two pins in the connecting cable one male pin goes to Audio-out port and the other male pin goes to Mic-in port of the same computer system on which Web Ex recording has to be done

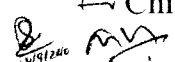
**Recording procedure:**

1. The audio/video file which was recorded in the camera has to be copied into the computer system that was configured earlier.
2. While WebEx recording of the audio/video file, the volume of the Media player which plays the audio/video file as well as the mic volume of the Web-Ex Recorder should be high.

**NOTE:** The hospital should play once and confirm the audio/video quality of the WebEx recording done, before uploading to the website. To hear the audio of the recorded Web Ex in the same system disconnect the wire from audio-out port and plug in the speakers before you play the Web Ex player.

All the hospitals are requested to follow above instructions for proper recording and facilitate timely pre auth approvals.

  
S. Sankar  
Chief Executive Officer

  
14/9/2010