BioMedMeet – Quick Reference

Hospital Case Meeting Scheduler · v1.1 · May 2026

1. Getting Started

Login

1. Open your BioMedMeet URL — **https://biomedmeet.com/home/**
2. Enter email and password, or click **Google** for Google SSO.
3. Registering? Fill Email, Password, **Confirm Password**, name, specialty, organization. Click the ■ icon on either password field to reveal what you typed.
4. After registration you land on **Profile** → **Settings** with a toast: “Account created successfully! Please complete your preferences.”

Regional setup (do once)

1. Avatar → Profile → **Settings** tab.
2. Pick Language, Country, Timezone.
3. Configure Holidays (enforce toggle + tick country defaults + add custom).
4. Click Save. Invite emails and .ics attachments will use your timezone.

2. Meetings

Create meeting

1. Top nav → **Meetings** → **New Meeting** (green button, calendar+ icon).
2. Step 1: title, date, start/end time.
3. Meeting type — for video: click **Generate Teams Link** to auto-create an MS Teams meeting.
4. Step 2: pick participants (existing users or invite by email).
5. Step 3: pick patients. Step 4: Agenda items — **Requested Provider** dropdown is now populated from organiser + participants chosen in Step 2.
6. Review & submit. Invite emails with .ics attachments are sent automatically.

Change meeting date / time

1. Open meeting → **Edit Date & Time** button (organiser only).
2. Update fields and save.
3. All participants receive an **“Updated”** invitation email (full invite layout, previous schedule struck through) and a refreshed .ics attachment.
4. The Microsoft Teams meeting is rescheduled automatically — participants see the new time when they open the same Teams link.

Start / Complete meeting

1. Any meeting participant (not just the organiser) can hit **Start Meeting**.
2. Click **Complete Meeting** when done — any participant can do this too.
3. Treatment Plans on agenda items are editable for **7 days** after completion.

3. Participants & Patients

Add participant (existing meeting)

1. Open meeting → **Participants** tab → **Add Participant**.
2. Tab 1 “Existing Doctors” — pick from your organisation.
3. Tab 2 “Invite by Email” — auto-creates an account and emails setup instructions.

Add patient

1. During meeting creation: Step 3 of the wizard.
2. Existing meeting: Patients tab → **Add Patient** (olive button, user+ icon).
3. Pick an existing patient, or open the “Create New Patient” tab (14-field form).
4. Patients added by a non-organiser need organiser approval (✓ button on the card).

Participants & patient cards

1. Participant cards show response badges: pending / accepted / declined.
2. Patient cards show status, MRN, diagnosis and the clinical question.
3. Click **View Full Profile** → to open the full patient record.

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4. Agenda & Files

Add agenda item

1. Meeting → **Agenda** tab → **Add Agenda Item**.
2. **Requested Provider** is now a dropdown of every meeting participant (organiser included and tagged as such).
3. If no participants are in the meeting yet, the dialog shows an amber hint with **Add Participant Now** — opens the participant dialog and returns you to the agenda flow.
4. Pick patient + MRN, diagnosis, reason, tick Pathology/Radiology if needed.

Update Treatment Plan

1. On an agenda card → **Edit** button.
2. Write / update the plan and Save.
3. After the meeting is Completed, still editable for 7 days.

Upload files

1. Meeting → **Files** tab → **Upload File**.
2. Pick the file, type (radiology / pathology / lab / consent / other).
3. Tag it to a patient for easier filtering (optional).

Log a decision

1. Meeting → **Decisions** tab → **Add Decision**.
2. Title, description, action plan, priority, follow-up date.
3. Only the organiser can delete decisions before the meeting is completed.

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5. Profile & Settings

Update profile

1. Avatar → Profile → **Profile Information** tab.
2. Edit first/last name, specialty, organisation. Email is fixed.

Change password

1. Avatar → Profile → **Change Password** tab.
2. Current + new + confirm. Min 8 characters.
3. Wrong current password shows a toast — it does NOT log you out.

Regional settings

1. Avatar → Profile → **Settings** tab.
2. Language, Country (ISO list, 250+), Timezone (IANA, ~50 common).
3. Applied to invite emails and .ics calendar attachments.

Holidays

1. Settings tab → Holidays card.
2. Toggle enforcement on/off (top right).
3. Tick default holidays for your country (US / IN / GB).
4. Add custom holidays (name + date; optional “Repeat yearly”).
5. Save. Meeting creation on blocked dates is prevented.

Send feedback

1. Avatar → Profile → **Feedback** tab.
2. Category (bug / feature / general / other), subject, message → Submit.

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6. Calendar & Teams Integration

Teams meeting link

1. In the wizard: **Generate Teams Link** auto-fills the Meeting Link field.
2. On an existing meeting: **Generate Teams Link** button at the top-right.
3. A single **Join Teams Meeting** button is shown once a link exists — and is also embedded inside the blue meeting-details box of every invite email, right below Location.
4. If you change date/time, the Teams meeting is auto-rescheduled.

Auto-add to calendar

1. Every invite email includes a .ics attachment.
2. Click the attachment → Outlook / Google / Apple offers **Add to calendar**.
3. Event lands in YOUR local timezone automatically.

Recurring meetings

1. Pick a recurrence in the wizard (daily / weekly / bi-weekly / monthly / quarterly / yearly).
2. .ics embeds the correct RRULE → calendar apps show a recurring series.

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7. Invite Emails (new layout)

What the email looks like

1. Details box: Date, Time, Location, and **Teams link** are grouped together.
2. Three actions in a single row: **Accept** · **Decline** · **View Meeting**.
3. .ics attachment with your timezone and correct RRULE for recurrences.

When date/time changes

1. Recipients get the same rich invite layout with an **UPDATED** banner on top.
2. Previous schedule is shown struck through so the change is obvious.
3. A refreshed .ics is attached — drop it on your calendar to overwrite the old event.

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8. Email Reminders

Automatic 1-hour reminder

1. Background scheduler polls every 5 minutes.
2. Sends ONE reminder ~1 hour before each scheduled meeting.
3. Deduplicated — never sends twice for the same meeting.
4. Disable globally: set **EMAIL_REMINDERS_ENABLED=false** in backend *.env*.

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9. Quick Links

In-app paths

1. **/dashboard** — overview, upcoming meetings, KPIs
2. **/meetings** — meeting list
3. **/meetings/new** — create meeting wizard (4 steps)
4. **/meetings/{id}** — meeting detail / case room
5. **/patients** — patient list
6. **/patients/{id}** — patient profile
7. **/participants** — staff & participant directory
8. **/profile** — profile, settings, feedback, change password
9. **/settings** — direct shortcut to Profile → Settings tab

In-app help

1. Top nav → Help icon (next to your avatar).
2. Browse tip cards across 4 categories — each card has step-by-step instructions.

This cheat sheet covers BioMedMeet v1.1 · May 2026. Primary URL: ***https://biomedmeet.com/home/***