



Zoom Free Tier for Medical Practice Management



by Laura Kathryn Neal



The Practice Management Challenge



Scheduling Complexity

Coordinating staff across multiple locations and shifts creates logistical headaches.



Team Engagement

Maintaining staff connection and involvement during remote interactions is difficult.



Documentation Gaps

Capturing and distributing meeting information consistently challenges many practices.

Introduction to Zoom Free Tier

Participant Capacity

Host meetings with up to 100 participants without paying subscription fees.

Time Restriction

Group meetings capped at 40 minutes. One-on-one calls have no time limits.

Key Limitations

No HIPAA compliance features or advanced administrative controls with the free version.



Virtual Staff Meetings: Pros and Cons

Benefits

- Flexible scheduling across shifts
- Reduced travel between locations
- Breakout rooms for team discussions

Limitations

- 40-minute cutoff disrupts flow
- Limited engagement tracking
- No automatic attendance reports

Training Sessions Over Zoom Free



Screen Sharing

Demonstrate EMR updates, billing procedures, or policy changes visually.



Virtual Whiteboard

Illustrate concepts and workflows with basic annotation tools.



Basic Polling

Check understanding with simple yes/no or multiple-choice questions.



Time Management

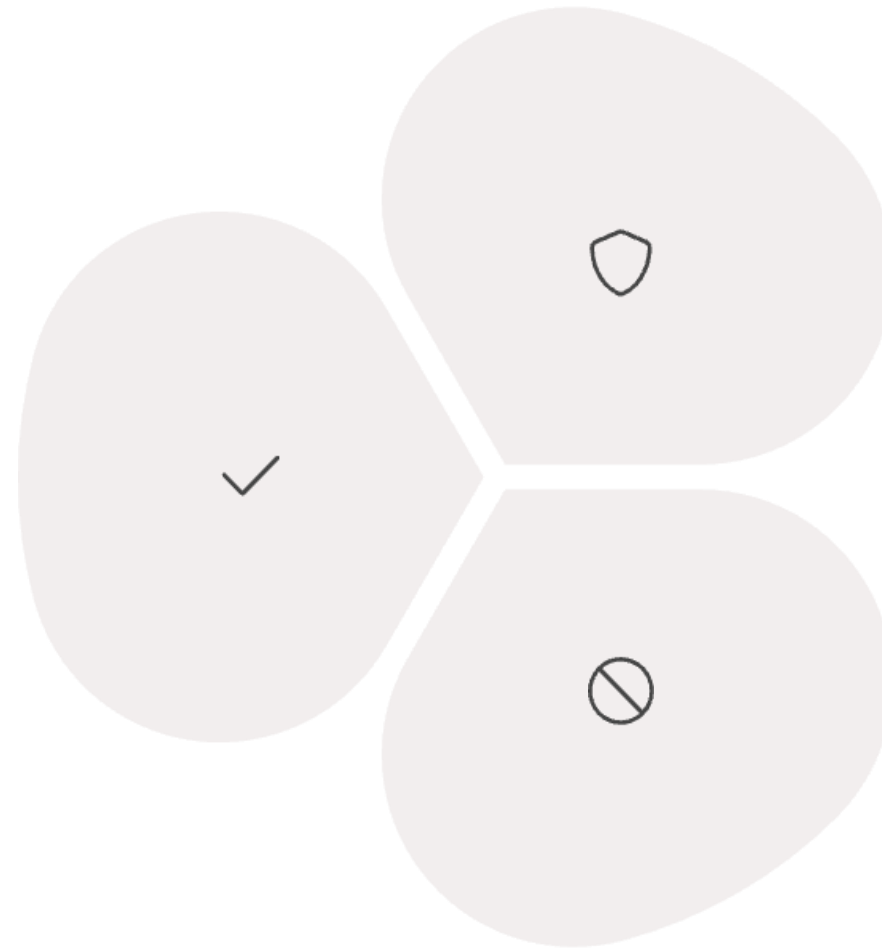
Plan for 35-minute modules to avoid disruption at the 40-minute mark.



Patient Consultations: Use Cases & Cautions

Appropriate Uses

- General follow-ups
- Non-sensitive consultations
- Initial screenings



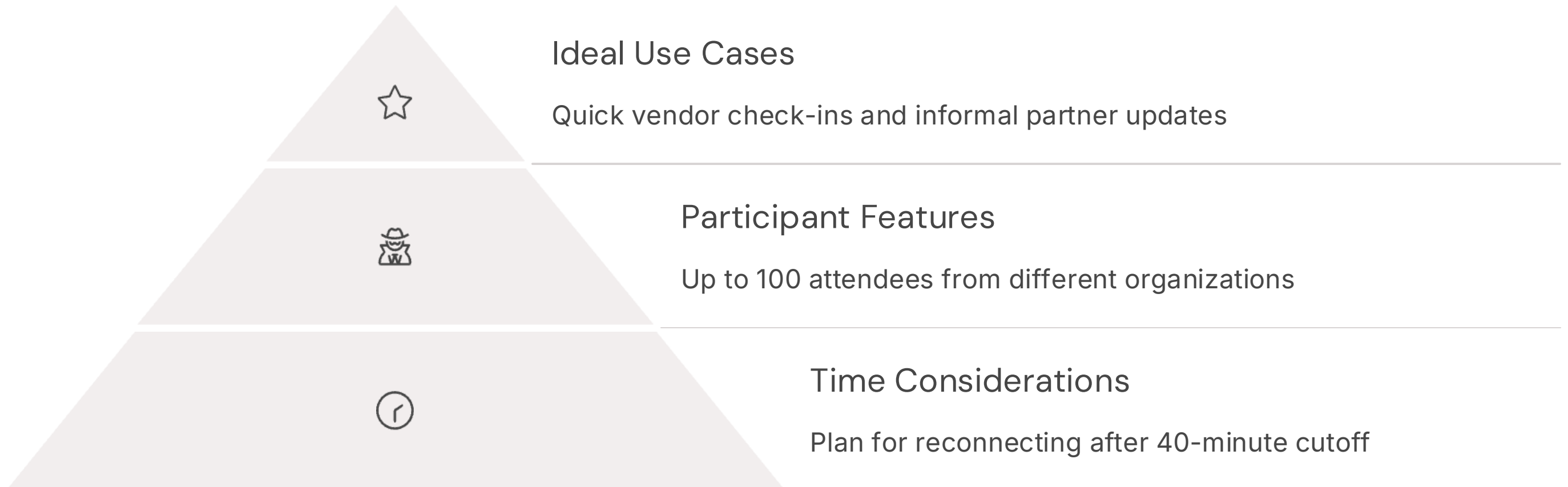
Risk Factors

- Not HIPAA compliant
- Limited security features
- Potential privacy concerns

Avoid For

- Sensitive diagnoses
- Sharing test results
- Mental health sessions

External Partner Meetings



External meetings require thoughtful planning around the time restriction. Consider upgrading for important vendor negotiations or collaborative sessions.



Screen Sharing: Enhancing Communication

Basic Document Sharing

Show policies, schedules, and presentations during meetings. Simply click "Share Screen" to begin.

Application Demonstrations

Train staff on EMR systems, billing software, or scheduling tools. Share specific applications rather than entire desktop.

Interactive Annotations

Highlight key information using drawing tools. Enable participant annotation for collaborative sessions.

Recording Features: What You Need to Know

\$0

Free Tier Recording

No built-in recording capabilities available without upgrade

\$149

Annual Pro Plan

Minimum investment for local recording capabilities

\$199

Annual Business Plan

Required for cloud storage and HIPAA compliance

Consider third-party screen recording tools as alternatives for training documentation when budget constraints exist.





Takeaways & Recommendations



Best For Free Tier

- Brief staff huddles
- Quick vendor check-ins
- Short training modules



Consider Alternatives For

- Patient consultations (HIPAA concerns)
- Extended training sessions
- Meeting recordings



Upgrade When Needed

- Healthcare requires HIPAA compliance
- Training needs exceed 40 minutes
- Recording capabilities are essential

Contact Information

Dr. Laura Kathryn Neal

drlauraneal@gmail.com (personal email)

<http://www.linkedin.com/in/drlauraneal>

