Appointments Module

The Health One appointments screen can be seen in the screen shot below. In this section we will explain the function of each button on the appointments screen and how you can book appointments and configure the screen to meet your needs.



On the appointments screen the time slots are displayed on the left. You can set the duration of these in the appointments option section.

There is a calendar on the right which allows you to choose a date to book appointments. You can also choose a different month by pressing the little black arrows to the left and right of the month display.



• 12 January 2011 - this facility at the top of the screen can also be used to change the day by clicking on the arrows



Today's date is highlighted in red. You can press the today button to bring you back to today at any stage.

View Selector



Use this selector to choose:

- A one day view
- A 5 day week view
- A full week view
- A month view
- A list
- Or see who is in the waiting room.

Resource Selector



The resource selector can be used to add or remove users from the appointments screen – simply press the check box beside the users name to add or remove them from the screen

User Priority on appointments screen

To reorder the users priority on the appointment screen press the

following button



The following screen will be displayed allowing you to drag the users to the top using the mouse or Shift and arrows. The user at the top will be displayed on the left hand side of the appointments screen.

Reorder the users			
Dr. Admin Admin Drop in			
Sort the user using the mouse or the keyboard ({Shift} + Arrows)			
OK Cancel			

• This button on the resource panel can be used to change the order of the date / resource on the top of the appointments screen.

The buttons in the image below will allow you save the views you have require for example you could have different views for each day of the week.

View: Default - 😮 🧐 🐴 -

Vex Default • - this will allow you to select a view using the black dropdown arrow.

• these buttons allow you to move through your saved views.

Source and the second secon





Appointment Search

By pressing this button at the top of the appointment screen you can search for a patients appointments or search for an available appointment

Search appointments

Search in appointments					×
Type your text to search	and choose your	options			
Text to search b	eaumont				
Optional search criteria					
🔽 Date	From 12	/01/2011	▼ Til	12/07/2011	•
Time	From 08	.00 👻	Til 19:00	Ŧ	
Appointment type			T		
☐ User	Dr. Admin Ad	nin	~		
C Rooms			-		
L		[colo I Marria		50
Results		<u></u> 2ec	Maxin	um number or results	30 💌
Day of week Day	Month	'ear From	Till Subjec	t Notes	
Vednesday 12	January 3	2011 09:30	09:45		
Number of results: 1				Select	
number or results: 1					

Enter the patients name on the text to search box – you can then search by date range, time, appointment type, User by pressing the search button.

Search for a free period.

• Enter the search criteria from date, times, appointment types users, duration and press search. You can then select one of



Search free period			×
Please select your criteria and then click on search			
Search criteria			
From 12/01/2011	l ype	-	-
	Rooms	·	
Include empty slots	Duration	00:15 💌	
Maximum number of results 10 🚽			
	<u>S</u> earch		
Hesults Day of week Day Month From	Till R	esource	
		Select	

the times returned to book an appointment.

• this button will display the invoices for the selected patient allowing you to make changes to patient billing.

- This button lists all the appointments for the selected patient

or pressing F12 refreshes the screen



Change appointment status



When you have booked an appointment you can use the above buttons to change the status of a selected appointment to

- Booked
- Present
- In Appointment this will add the patient to the waiting room.
- Completed
- Did not attend
- Canceled
- Too late

Whiteboard

You can enter notes on the whiteboard which can be seen by any user on a shared configuration.

Whiteboard (12/01/2011)



Appointment Options

Pressing the appointment options button ¹ will open up the options screen on the appointments module options



From here you can choose to:

- Auto select patients if match criteria this will allow you to enter a
 patients name directly into the calendar and if you have a direct
 match to a patient in your database you will not have to search
 for a patient it will be added directly to the calendar.
- Edit the appointment after creation this will display the edit appointment screen when you create an appointment allowing you to change the appointment type etc. You can also get the appointment edit screen by right clicking with the mouse on the appointment
- · Set the default time shown in the calendar
- · Show the appointment time
- · Limit the calendar to only show the working hours
- · Display the appointments using the status color instead of icons
- · You allow have a number of other display and presence options to



chose from which you can select to meet your needs.

From this options screen you can also update the patient details displayed on the patient details panel of the calendar

Update patient information :				
Patient information				

To update the details drag the fields from the panel on the right to the panel on the left using the mouse and press OK to save. This will update the details seen for the selected patient in details panel in the calendar.

Template :	Available patient data Use double click to select	
{address of patient} {postal code of patient} {locality of patient} {telephone private}surname} GMS : {GMS number [ref.1]} Pat Category : {patient category} {Notes}	sumame first name sex date of birth address of patient locality of patient postal code of patient telephone private name of spouse preferred name name of contact person GMS number [ref. 1] familu number [ref. 2]	- III -
	ОКС	ancel



Appointment configurations

To configure the appointments you can press the following button on the calendar



The following screen will then be displayed

🛐 Appointment type 🥻 Users 🆓 Booms 🕼 + 🤌 — 🐐	'Todo status			
Description	Duration	Availability	Color	
consultation	10	No		
vaccination	10	No		
Lunch	10	No		
Full Medical	10	No		
Blood Test	15	No		

From this screen you can configure your :

- Appointment types add, edit delete appointment types
- Setup working hours, time blocks and appointment types for users & availability of rooms

To add an appointment type press the total button. The following screen will be displayed



161

Appointment type	×
Select the type of appointn	nent or enter your own type :
Blood	•
Default d <u>u</u> ration :	Display color :
10 🚔 Min.	
Availability : Free	
	OK Cancel

Enter in a Title for your new appointment type, a default duration and a display colour and indicate if the user will be free or not for this appointment (e.g. if it is a clinic when they will see people) – Press OK to save.

You can edit	the	appointment types by pressing 🌌	and delete a type
by pressing			

-

Time Blocks

To add time blocks press the users tab – select the time slots your require the block for and right click on the mouse.



Appointr	nent type 🤼 L	Jsers 🚱Boo	oms 💕 Todo s	tatus				
Dr. Admin	Admin		• 1	• •	Condit	ions		15
Disp	lay color :		Type of	appointment :	consultation		Ŧ	-
⊒ ×	Avatar :	•		Default room :	•		-	-
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	•
08_00								
09 00								
10 00								
11 00								-
12 00								
13 00								

The following screen will be displayed.

Time slot detail
Time slot period
Day: Monday
<u>S</u> tart time : 09:00 ▼ <u>E</u> nd time : 10:00 ▼
Appointment type
<u>Type of appointment :</u> D <u>u</u> ration :
consultation 🗨 10 🜩 _{Min.}
Default ressource :
And the same and from the following much such
Apply the same configuration for the following weeks only
Sample : 1-10;16;51-52 or "First week of the month"
Recurrence
I he same configuration will occur several days:
Monday ☐ Luesday ☐ Wednesday
Sunday
Cancel



Select the day of the week , then the start time and end time. Enter the appointment type of the time block – e.g. Lunch. You can then set when the time block will occur, by choosing the days or selecting first week of month, last week of month, Odd weeks, Even weeks. Then press OK to save.

To Book an appointment



- 1. Select the times slot you require.
- You can then either type the patients name directly into the slot if a patient matches an appointment will be booked for them. If not the patient search screen will be displayed allowing you to search for your patient. Press enter / ok to book the appointment
- 3. If you have the edit after creation options selected in the appointment options the following screen will be displayed otherwise the appointment will be added to the calendar. (you can then select the appointment and right click to see the edit screen.



The er appenditorit	T ditor it dotalis	
Doctor / Ressource	Test Test Field Dublin, , Town Test GMS : Pat Category :	
Schedule date <u>Start</u> : 12/01/2011 11:00 <u>End</u> : 12/01/2011 11:15 Comment (F3)	Todo status B Medical Rep Medical Rep 24 hr ECG monitor 24 hr BP monitor	
Annointment undatable only by the creator		*

Using the edit appointment screen you can set the type of appointment, the resource the appointment is scheduled with, enter a to do status avatar to allow a user to easily see what a patient is coming in for and enter any comments on the appointment.

Pressing F3 when you have an appointment selected will also allow you to add appointment comments.

Edit comment and status		X
Test Test Todo Status Medical Rep 24 hr ECG monitor 24 hr BP monitor Comment	ECG Vaccine High priority	∰ Minor ⊘ Dressi ₩ Blood ⊧
	OK	Cancel



Open a patients Chart from appointments

To open a patients chart from the calendar you can press the enter button on a selected patient in the calendar, or double click on a patient in the calendar using the mouse.

Right Click appointment options

If you select an appointment in the calendar and right click you can access the following options

HEALTH one 2011 - [Appointments]			
J File Edit View Analysis Tools Window Help		Open patient	
🗳 🎦 🗟 😓 🕗 🗒 • 🏪 🛃 • 🛄 🚰 • 🧭 • 📼 🥅	- 👛	Open patient	
Selector Appointment CAction plan		Edit appointment	
	-0	Edit recurrence	
1 Day 5 Week 7 Full week 31 Month List & Waitin	g Ri 🍗	Insert a new appointment	Ins
↓ 12 January 2011	Ú	Add a comment	F3
		Todo Status	•
	<u> </u>	Appointment with	F4
08.00	×	Cut	Ctrl+X
08 15	Ē	Сору	Ctrl+C
30		Paste	Ctrl+V
45 08:45-09:00 Test Test	$\overline{\mathbf{x}}$	Delete	
09 00		Print current appointment	
15		Chan all and for any state	
30 09:30-09:45 Test Beaumont		snow all appts for current pat	lent
45		Show history of this appt	
10 00 10:00-10:15 Test Test		Send text message	
15	_ /	Display and edit repeats presc	riptions
30 10:30-10:45 Test Test		List of invoices	Shift+F9
45	-	Configure the papeintments	Chill E10
11 00 11:00-11:15 Test Test		Configure the appointments	Cui+r10
15			

- Open Patient
- Edit the patient
- Edit / set a reoccurrence
- Insert a new appointment into the same slot.
- Add a comment (or press F3)
- Enter a to do status icon
- Cut, copy, paste & delete an appointment



- Print the appointment
- Show all the appointments for the currently selected patient
- Show the history for the appointment
- Send a text message if you have enabled the text feature
- Display the prescription module for the patient to issue repeats.
- Open the billing module for the patient to see their invoices.

Appointments Alert

A new item administrative item called 'appointment alert' has been added, it can be used and saved to the patients chart and this will then cause an alert to appear when you got to book an appointment.

and the second s		-
and the second state of the second state of the		
and the second sec	A REAL PROPERTY AND A REAL	
Contraction of the second second second	TARGETERS	
the second se	Contract of the second se	
Contraction of the second s	Concession of the second	
Contraction of the local division of the loc	Construction of the second	
commence in the second	Carry Comp	
	THE REAL PROPERTY AND ADDRESS OF THE PARTY O	
	The second	
	2 - march and a second se	
	Contraction of the second seco	
	and the second sec	_
		_
a a company of the second s		
and the local data and the second data and the		
Concentration of the Concentra		
Contract of the second second		
and the second s		

