



A series of helpful guides provided by the Information Technology Department

## Scheduling an Outpatient Appointment from Request List

| Click Scheduling Appointment Book.  |  | Cheduling Appointment Book  |
|---|--|---|
| Click Request List Enquiry.   |  |   |
| • For Inquiry, select 01-Referrals by Appt Type.  |  | Request List Inquiry: 01 - Referrals by Apot Type 101 - Referrals by Apot Type 102 - Preterals by Apot Type 102 - Alerenals by Queue MI Queue Queue - All Fields - CHW  |
| Click the <b>ellipses</b> for Appointment Ty  | ype.   | Request List  |
| <ul> <li>Select required Appointment Type.</li> <li>Click OK.</li> </ul>                              |  | Physio Pain Clinic<br>Physio Referral<br>Physio Referral<br>Physio Referral<br>Physio Referral<br>Physio Referral<br>Physio Respiratory Clinic<br>Physio Respiratory Clinic<br>Physio Rheumatology Clinic<br>Physio Rheumatology Clinic<br>Physio Rheumatology Clinic   |
| • Click Find.   |  | <u> </u>  |
| <ul> <li>Right click on the referral.</li> <li>Click Link.</li> <li>Click New Appointment.</li> </ul> | MRN         Person Name         Appointment Type         Referring Dr         F           1290659         ARTEST, Arty         Physio Referral         Roberts, Andrew           1290659         ARTEST, Arty         Physio Referral         Roberts, Andrew           1010015         Hall, Fifteen         Physio Referral         Butler, Karen           1010015         Hall, Fifteen         Physio Referral         Allied, Heath1           1010015         Hall, Fifteen         Unlink.         Unlink. | Referral To Referral Received Date Referral Start Date Referral Duration<br>05-Aug-16<br>05-Aug-16<br>06-Sep-16<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1 |
| <ul> <li>Select a Link reason.</li> <li>Click OK.</li> <li>Schedule appointment.</li> </ul>           |  | Item apportment           opportments and Proposition           Lark meanse:           Packeds to b Cancel           Control of the Cancel  |
| This document was last reviewed on 15 October 2018  | © The Sydney Children's Hospitals Network  | page 1 of 1   |