

## PM Scheduling - Multiple Location Appointments

### Appointments held in different locations

Most appointment types have been associated with one location. However, some appointment types may be associated to more than one location. This is due to the fact that a single service is being held in different locations (e.g. Liver clinic in Bandaged Bear Outpatients & Child Assessment Centre).

### Making an Appointment selecting a location

- Search for **Appointment Type** (e.g. Liver F/U)

The screenshot shows a software interface for booking appointments. On the left is a calendar for June 2005. The main area has a 'Books Appointment' tab. The 'Appointment Type' field is set to 'Liver F/U'. The 'Appointment Location' field is empty. The 'Person Name' field is also empty. On the right, there is a 'Work in progress' area and a vertical stack of buttons: Schedule, Confirm, Recur, Suggest, Request, and Insert.

- Select the **Appointment Location** from the drop down list. It is a mandatory field.

This screenshot is similar to the previous one, but the 'Appointment Location' dropdown menu is open. It shows two options: 'Child AssessCtr' (highlighted in blue) and 'Liver Clinic 1'. The 'Appointment Type' remains 'Liver F/U'.

**Warning:**

Selection of the location will determine which clinic template (slots) is available to book to. It will also be assigned to the Medical Records pull list and this directs where the records are sent to.

- Search for the **Person Name** and move to **Work-in-progress** and either **Suggest** for appointment availability or select a date and time and schedule the appointment as you normally would.

The screenshot shows a 'Suggest Criteria' dialog box. It has two tabs: 'Suggest Criteria' and 'Preferences'. Under 'Suggest Criteria', there are fields for 'Appointment Date' (Date range: 29/06/2005 to 27/09/2005) and 'Appointment Time' (Time range: 0730 to 2355). There are also checkboxes for 'Schedule as visit within', 'Override suggested date and time', and 'Schedule multiple persons to mixed Group Sessions'. At the bottom are 'Clear' and 'Suggest' buttons. To the right is a table of suggested appointment slots:

| Appt Date/Time                 | Appt Loc        | Appt Type | Slot Type          | Resource     |
|--------------------------------|-----------------|-----------|--------------------|--------------|
| Thursday, 30/06/2005 - 2:00 PM | Child AssessCtr | Liver F/U | Liver CAC F/U (15) | Liver Clinic |
| Thursday, 30/06/2005 - 2:15 PM | Child AssessCtr | Liver F/U | Liver CAC F/U (15) | Liver Clinic |

At the bottom of the dialog are buttons: Next, Next Day, Clear, Select, OK, and Cancel.

- When suggesting the Appointment Location and Slot type will display in the results window. These are associated with the location you have chosen.

| Appt Date/Time                 | Appt Loc        | Appt Type | Slot Type          |
|--------------------------------|-----------------|-----------|--------------------|
| Thursday, 30/06/2005 - 2:00 PM | Child AssessCtr | Liver F/U | Liver CAC F/U (15) |
| Thursday, 30/06/2005 - 2:15 PM | Child AssessCtr | Liver F/U | Liver CAC F/U (15) |

- Select and **Confirm** the appointment. It will appear under the selected location in the pull list.

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: 707_CLINIC_PULL_LIST_R4          Facility : Royal Alexandra Hospital          Date
*** CLINIC PULL LIST - Resource Scheduling ***
Bookings for :Tuesday 28/06/05          Clinic Location : Child AssessCtr
(1) Appointment Type          Surname          D.O.B.          Record Sent to Clinic?
(2) Resource                  First Name       MRN             Current Loc     Tra
(1) Liver F/U                 DUMMY           01/01/01       _____
(2) Liver Clinic              1               0909424        New Patient     -
(1) Liver New                 DUMMY           21/04/99       _____
(2) Liver Clinic              Homer s         0909427        New Patient     -

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