



A series of helpful guides provided by the Information Technology Department

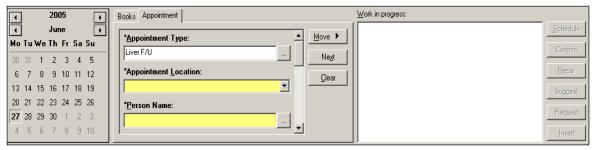
PM Scheduling - Multiple Location Appointments

Appointments held in different locations

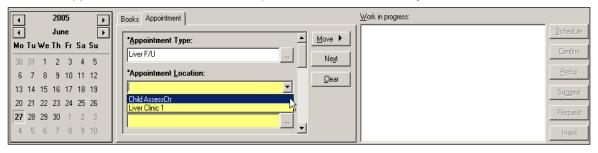
Most appointment types have been associated with one location. However, some appointment types may be associated to more than one location. This is due to the fact that a single service is being held in different locations (e.g. Liver clinic in Bandaged Bear Outpatients & Child Assessment Centre).

Making an Appointment selecting a location

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



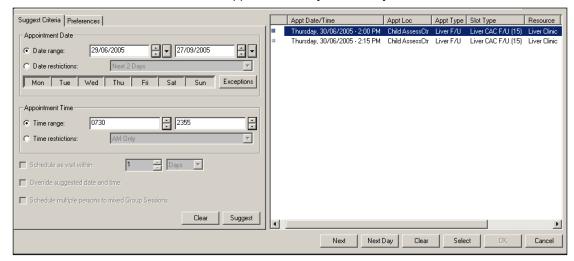
Select the Appointment Location from the drop down list. It is a mandatory field.



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.



 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.

: 707_CLINIC_PULL_LIST_F		lity : Royal Alexandra		Date
Bookings for :Tuesday			: Child AssessCtr	
(1) Appointment Type	Surname	D.O.B.	Record Sent to C.	Tinic?
(2) Resource	First Name	MRN	Current Loc	Tre
(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	-