Rehab Appointment Request List

If the Referrals and Actions page on any Rehab2Kids form is completed, appointment requests for patients will automatically be created in the appropriate scheduling request lists.

Viewing an Appointment on the Request List

- In Scheduling, click on the request list icon .
- On the left hand side of the new window there are 2 dropdown lists.
- From the **Inquiry** dropdown, select **Queue – All Fields – CHW**. (Note naming conventions will be updated over time)
- From the **Request List Queues** dropdown, select the relevant SCH Rehab request list. The choices are:
  - SCH Rehab BIRP Request List
  - SCH Rehab Botox Request List
  - SCH Rehab Cerebral Palsy Request List
  - SCH Rehab Limb Request List
  - SCH Rehab ROC Request List

Request List

Inquiry:
Queue - All Fields - CHW

Request List Queues:
SCH Rehab Cerebral Palsy Request List

Find

- Click **Find**.

A list of appointment requests will be displayed. The list will display all appointment types for the various rehab clinics.
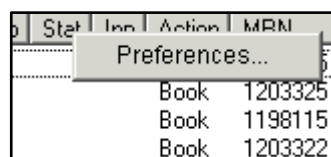
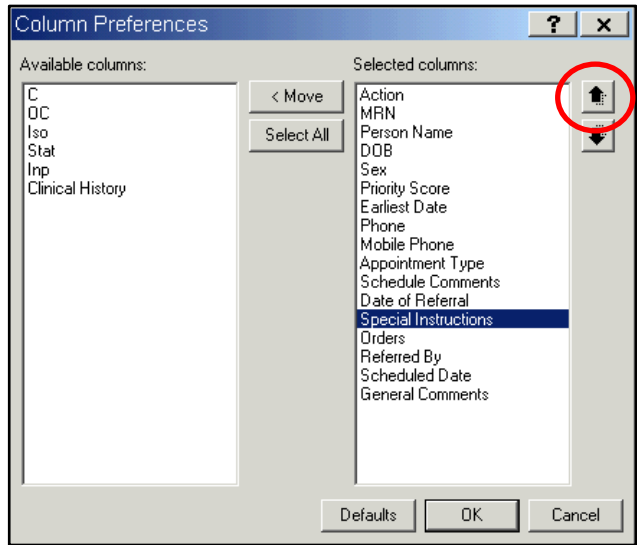| C	OC	Iso	Stat	Inp	Action	MRN	Person Name	DOB	Sex	Priority Score	Date of Referral	Earliest Date	Latest Date	Phone	Mobile Phone	Appointment Type
	O				Book	1380316	TEST, Cian	01/01/2010	M	High Priority	11/10/2018 - 00:00	25/01/2019 - 00:00	25/01/2020 - 23:59	0212365478		SCH Rehab CP F/U
	O				Book	1380316	TEST, Cian	01/01/2010	M	Low Priority	11/10/2018 - 00:00	27/01/2019 - 00:00	27/01/2020 - 23:59	0212365478		SCH Rehab CP F/U
	O				Book	1380316	TEST, Cian	01/01/2010	M		11/10/2018 - 00:00	31/01/2019 - 00:00	31/01/2020 - 23:59	0212365478		SCH Rehab CP New
	O				Book	1380316	TEST, Cian	01/01/2010	M	Medium Priority	11/10/2018 - 00:00	08/02/2019 - 00:00	08/02/2020 - 23:59	0212365478		SCH Rehab Movement
					Book		MHADMFOUR, Test	03/03/2010	F	Medium Priority	20/02/2019 - 00:00	06/03/2019 - 00:00	05/03/2020 - 23:59	0212365479		SCH Rehab Movement
					Book		MHADMFOUR, Test	03/03/2010	F	Medium Priority	20/02/2019 - 00:00	06/03/2019 - 00:00	05/03/2020 - 23:59	0212365479		SCH Rehab CP New
					Book		RANDWICK, Occther	16/04/2014	F	Medium Priority	05/03/2019 - 00:00	06/03/2019 - 00:00	05/03/2020 - 23:59	0211111111		SCH Rehab Movement

> **Tip:**　　To find certain appointment types, it is possible to sort the list. Click on the column heading **Appointment Type** to sort by that column.

The columns in the request list can be arranged to better reflect the rehab workflow. To change the visible columns and their order:

- Right click on any one of the column headings and select **Preferences**.

Stat	Inp	Action	MRN
	Preferences...		
		Book	1203325
		Book	1198115
		Book	1203322

- The below window will allow you to select which columns are visible and in what order they should appear.

- The first 5 columns are not required and can be removed. **Special Instructions** has a lot of information from the request forms including the consultant to be booked, and other instructions, so you may want to move this up the list.
- To change a columns' position, highlight the required column and click on either of the arrows on the right.
- To remove a column, highlight the name and click on ⟨ Move .
- Once you are happy with the visible columns and positions, click **OK**.

Scheduling a Patient from the Request List

Once you have found the patient you wish to schedule:

- Right click on the patient request in the request list.
- Select **Complete Request**.

- You will be taken to the Appointment Book, with the patient appointment details in the **Work in Progress** area.
- Schedule the patient as usual.
- If the patient has already had an appointment made or you wish to make this appointment from a previous or linked appointment so the appointment details pre-fill, you can right click and choose **Cancel Request** once you have made the appointment booking.

Warning!	If completing the request, you may need to update the appointment with referral details (for Medicare billing). If any changes are made in the **Appointment** area, you will need to click **Move** again to update the details in the Work In Progress area.