


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:

Request List Queues:

- Click **Find**.

Find

A list of appointment requests will be displayed. The list will display all appointment types for the various rehab clinics.

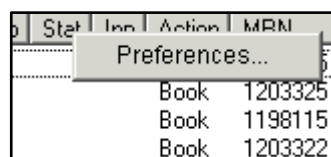
C	OC	Iso	Stat	Inp	Action	MRN	Person Name	DOB	Sex	Priority Score	Date of Referral	Earliest Date	Latest Date	Phone	Mobile Phone	Appointment Type
	O				Book	1380316	TEST, Cian	01/01/2010	M	High Priority	11/10/2018 - 00:00	25/01/2019 - 00:00	25/01/2020 - 23:59	0212365478		SCH Rehab CP F/U
	O				Book	1380316	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		MHADMF0UR, 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		MHADMF0UR, 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



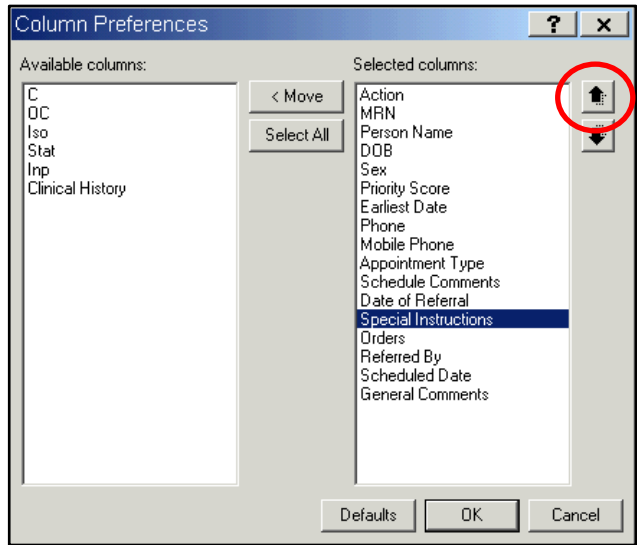
Tip: To find certain appointment types, it is possible to sort the list. Click on the column heading **Appointment Type** to sort by that column.

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**.



- 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 .
- Once you are happy with the visible columns and positions, click .

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**.

Action	MRN	Person Name	DOB	Sex	Priority Score
Book	1203328	ROGERS, Steve	29/07/2008	M	Lowest Priority
Book	1203330	BLAIR, Linda	07/08/2007	F	
Book	1203349	FITZY, Tony			
Book	1203349	FITZY, Tony			
Book	1203349	FITZY, Tony			
Book	1203349	FITZY, Tony			
Book	1203351	TEST, Labels			
Book	1203330	BLAIR, Linda			
Book	717461	BREWSTER, STEPHANIE			
Book	1203325	SKYWALKER, Luke			
Book	1203330	BLAIR, Linda			
Book	793140	PHAM, Liam Thomas			
Book	1203349	FITZY, Tony			
Book	1203349	FITZY, Tony			
Book	9999993	LOAD, Test 6			
Book	9999993	LOAD, Test 6			
Book	9999993	LOAD, Test 6			
Book	1203311	KUNGFU, Panda			
Book	1203326	SOLO, Han			
Book	1203330	BLAIR, Linda			
Book	1203330	BLAIR, Linda			
Book	1203317	TEST, Monique			
Book	1203317	TEST, Monique			
Book	1203330	BLAIR, Linda			
Book	1203330	BLAIR, Linda			
Book	1203326	SOLO, Han			
Book	1201540	SURASINGHA, Gayara Hansi			
Book	1203326	SOLO, Han			
Book	1203325	SKYWALKER, Luke			
Book	1203326	SOLO, Han			
Book	1203323	BLUTH, Michael			
Book	1203319	BLAH BLAH, Bob			
Book	1203319	BLAH BLAH, Bob			
Book	1203319	BLAH BLAH, Bob			
Book	1203319	BLAH BLAH, Bob			

- 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.

The screenshot displays the software interface for scheduling appointments. On the left, the 'Appointment' tab is active, showing a list of resources with 'Rehab Cerebral Palsy Drs' selected. Below this, there are input fields for 'Referring Doctor/Provider' and 'Referral Date' (set to 07/01/2014). A 'Move' button is visible next to the resource list. On the right, the 'Work in progress' area shows a tree view for patient 'FITZY, Tony', including 'Rehab Cerebral Palsy New (Monday, 14/04/2014)', 'Current Schedule', 'Rehab Clin CAC', 'Rehab Cerebral Palsy Drs', and 'Patient'. A vertical column of buttons on the far right includes 'Schedule', 'Confirm', 'Recur', 'Suggest', 'Request', and 'Insert'.