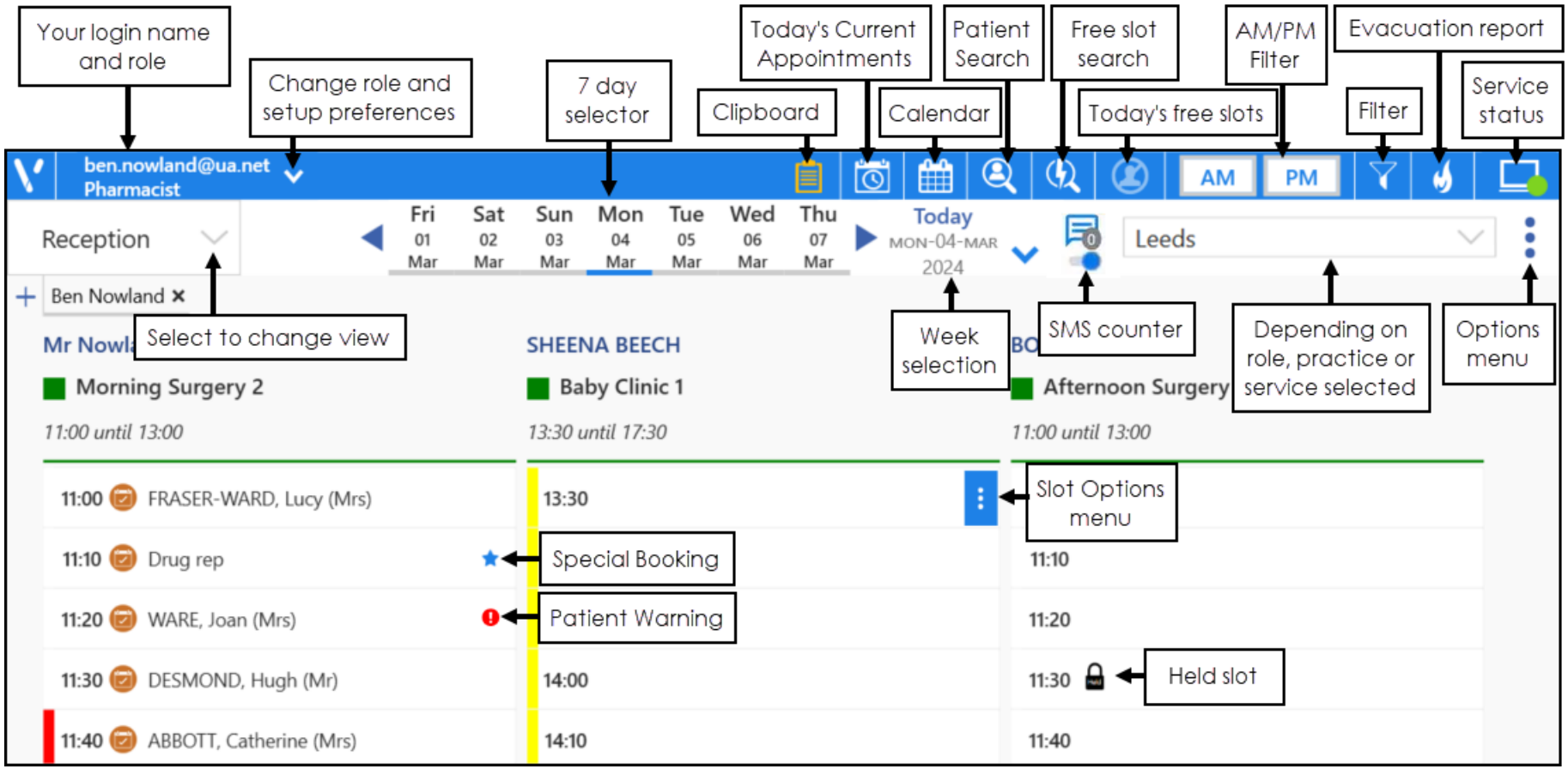
Appointments Desk Aid - Scotland

Appointments



The following are commonly used options from the **Appointments** toolbar:

Clipboard - Move appointments without losing all the details. Displays orange when it contains copied, moved or imported appointments.

Today's Current Appointments - Displays booked appointments within the next hour and DNAs from the last hour.

Patient Search - Search for a patient.

Free Slot Search - Find and book free slots on a selected day.

Today's Free Slots - Only show free slots for today on the **Reception View**. Displays orange when selected.

Filter - Select to apply filters to define what displays on your screen. Displays orange when a filter is active.

Options - Select to view more available options.

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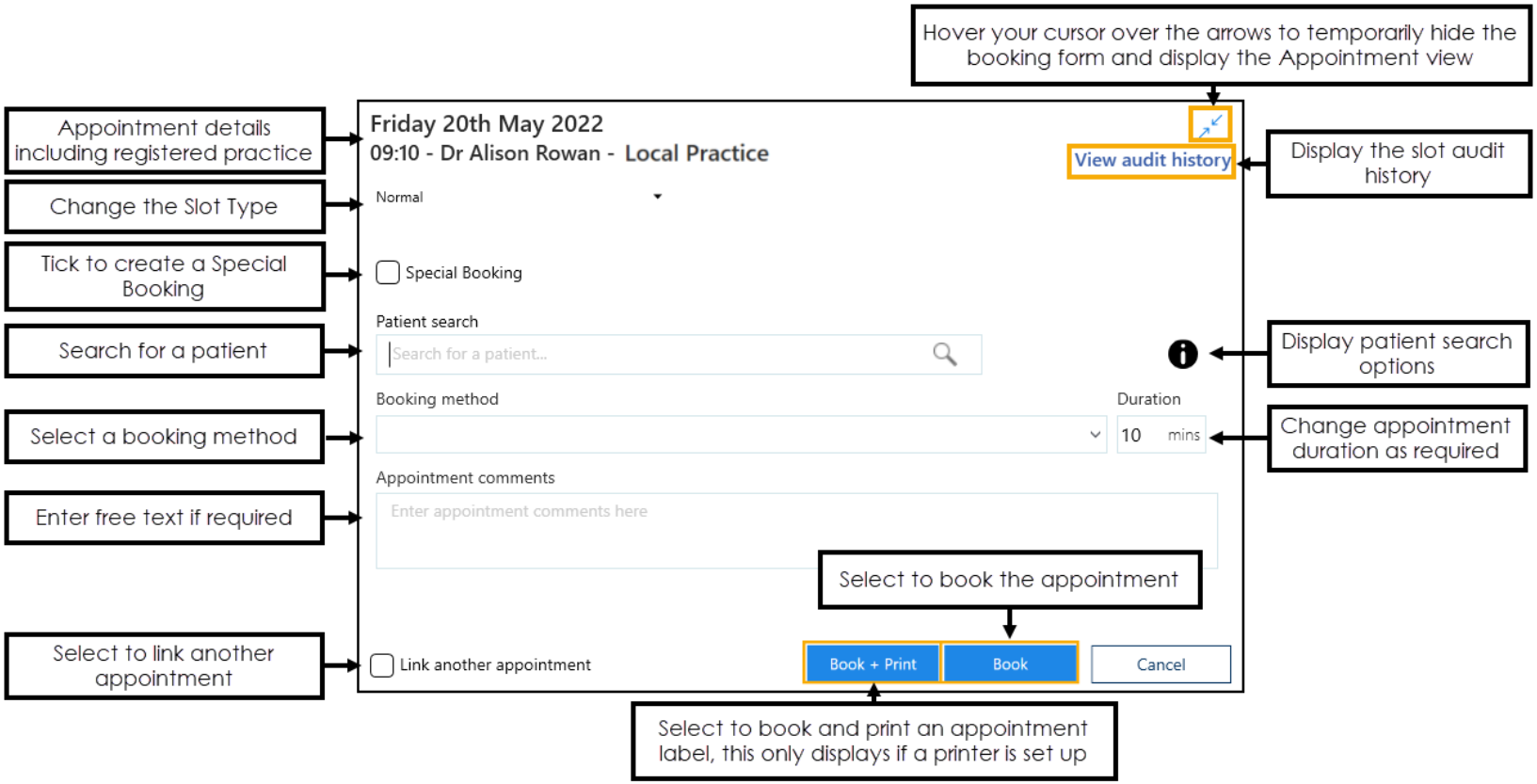

Booking Form

The following are commonly used options on the **Booking Form**:

- **Change the Slot Type** - Select a different **Slot Type** from the available list.
- **Special Booking** - Select when booking appointments for patients not registered at your practice or for administration slots.
- **Patient search** - Enter the patient's surname and/or date of birth and select **Search**.
- **Booking method** - Optional, select a booking method to aid auditing on how appointments are booked.
- **Appointment comments** - Enter any additional comments in the free text section
- **Link another appointment** - Select to link multiple appointments as part of a group.
- **Hide the Booking Form** - Hover your mouse over **Hide** to temporarily display the main Appointment view behind.
- **View audit history** - Displays the audit trail of the booking.
- **Duration** - Change the expected duration of the appointment.
- **Book** - Book an appointment.
- **Book + Print** - Book an appointment and print a label with the appointment details.
- **Cancel** - Closes the **Booking Form** screen without booking an appointment.