Cegedim Healthcare Solutions Flash Card

Using the Appointment List – For Clinicians

Choosing the Patient from the Appointment List

Selecting the Patient

Double click on a booked appointment to select the patient booked into the slot. Depending on your setup, either:

- The patient record opens ready for your consultation, or
- The **Open Consultation** screen displays, select the correct consultation type and then **OK** to start the consultation.

Calling Patient using the Vision Call Display

1. From **Consultation Manager – Appointments List**, right click on the next patient and select **Call patient**.

2. The '*Do you want their name to be displayed?*' message displays, select either:

   - **Yes** to display the patient's name on the call display in the waiting area.
   - **No** to open the patient's record without a visual call.

Appointment Status

Waiting

- **Status - Waiting** displays if the patient is checked in.
- **Arrived** – Displays the time the patient checked in.
- **Wait Time** – Displays the number of minutes since either the **Arrived** or **Due** time, this is configured in **Consultation- Options - Setup**.

In Consultation

- **Status** - **In Consultation** displays and the appointment highlights in blue .
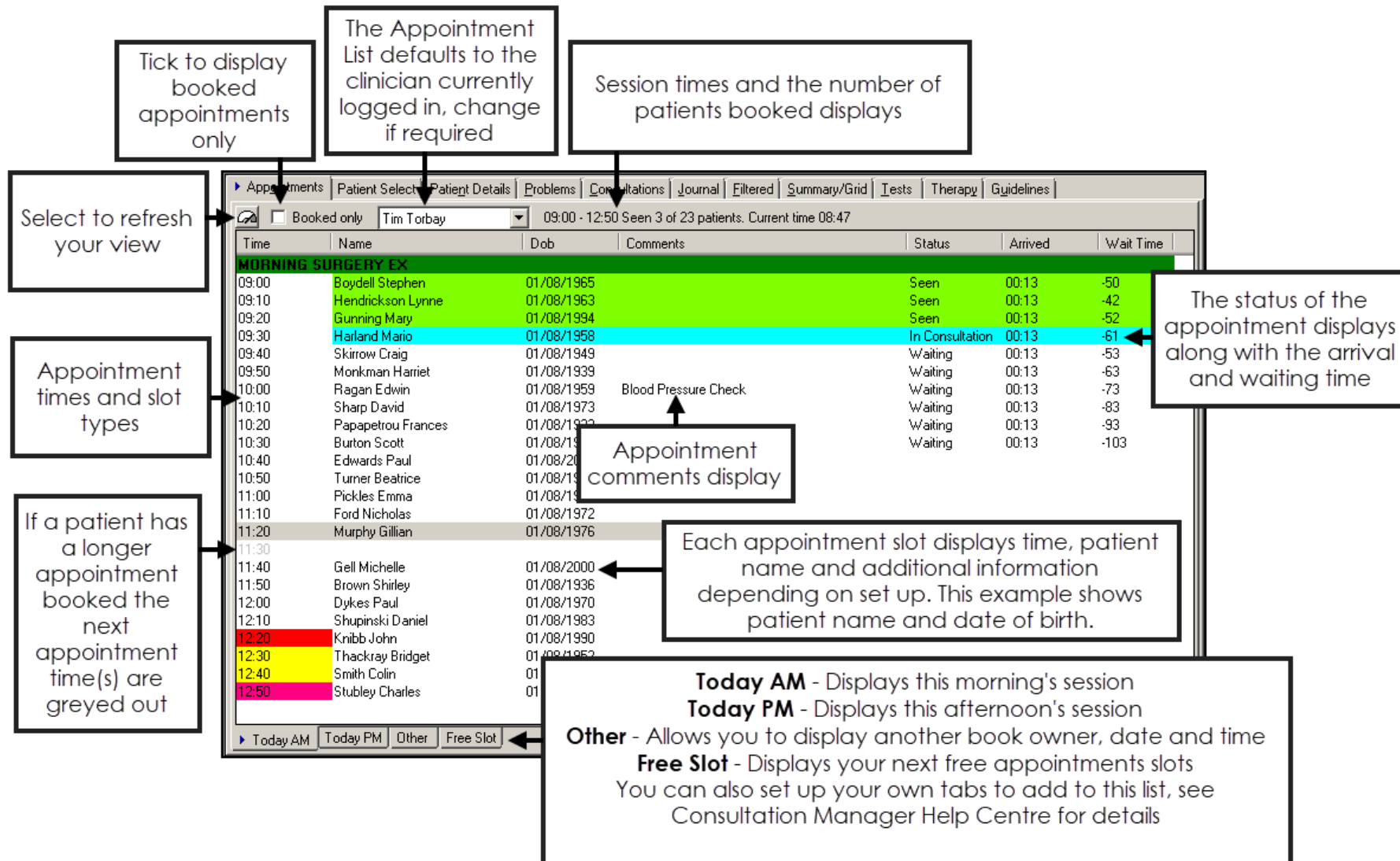
Seen

- **Status** – **Seen** displays when you select **Close Consultation**, returns to the **Appointments List** and selects the next patient, or an **End Time** for the consultation is recorded. The appointment highlights in green .

To select the **Appointment List**, from **Consultation Manager**, select **List Appointments** ⊡ or select the **Appointment** tab:

Tick to display booked appointments only

The Appointment List defaults to the clinician currently logged in, change if required

Session times and the number of patients booked displays

Select to refresh your view

Appointment times and slot types

If a patient has a longer appointment booked the next appointment time(s) are greyed out

The status of the appointment displays along with the arrival and waiting time

Appointment comments display

Each appointment slot displays time, patient name and additional information depending on set up. This example shows patient name and date of birth.

Today AM - Displays this morning's session
Today PM - Displays this afternoon's session
Other - Allows you to display another book owner, date and time
Free Slot - Displays your next free appointments slots
You can also set up your own tabs to add to this list, see
Consultation Manager Help Centre for details

Appointments | Patient Select | Patient Details | Problems | Consultations | Journal | Filtered | Summary/Grid | Tests | Therapy | Guidelines

☐ Booked only Tim Torbay ▼ 09:00 - 12:50 Seen 3 of 23 patients. Current time 08:47

Time	Name	Dob	Comments	Status	Arrived	Wait Time
MORNING SURGERY EX						
09:00	Boydell Stephen	01/08/1965		Seen	00:13	-50
09:10	Hendrickson Lynne	01/08/1963		Seen	00:13	-42
09:20	Gunning Mary	01/08/1994		Seen	00:13	-52
09:30	Harland Mario	01/08/1958		In Consultation	00:13	-61
09:40	Skirrow Craig	01/08/1949		Waiting	00:13	-53
09:50	Monkman Harriet	01/08/1939		Waiting	00:13	-63
10:00	Ragan Edwin	01/08/1959	Blood Pressure Check	Waiting	00:13	-73
10:10	Sharp David	01/08/1973		Waiting	00:13	-83
10:20	Papapetrou Frances	01/08/19		Waiting	00:13	-93
10:30	Burton Scott	01/08/19		Waiting	00:13	-103
10:40	Edwards Paul	01/08/20				
10:50	Turner Beatrice	01/08/19				
11:00	Pickles Emma	01/08/19				
11:10	Ford Nicholas	01/08/1972				
11:20	Murphy Gillian	01/08/1976				
11:30						
11:40	Gell Michelle	01/08/2000				
11:50	Brown Shirley	01/08/1936				
12:00	Dykes Paul	01/08/1970				
12:10	Shupinski Daniel	01/08/1983				
12:20	Knibb John	01/08/1990				
12:30	Thackray Bridget	01/08/1952				
12:40	Smith Colin	01				
12:50	Stubley Charles	01				

Today AM | Today PM | Other | Free Slot