

Downtime Viewer – Print outpatient clinic list



Digital Health
CONNECTING BEST CARE

Digital Health
Quick Reference Guide

This Quick Reference Guide will explain how to:

Print an outpatient clinic list for the day in the event of a downtime.

1. Login to **Downtime Viewer** (724Access Viewer) as per username/password printed on it.
2. Click on **Appointment Search** tab.
3. Select **Appointment Date** (today's date-date of downtime) and **Location** of clinic. Click **Search**.

724Access Viewer
File Help
Patient Search Appointment Search
Appointment Search
Last Updated: 05/07/23 10:01

Appointment Date: 05/07/2023 05/07/2023 Print

Name	DOB	URN	FIN	Date/Time	Duration	State	Type	Provider(s)	Primary Resource	Primary Order	Location	Phone Number(s)	Reason
TESTWHS, E..JLY MRS	02-JAN-1978	1828088	21001987C003	05/07/2023 13:30 AEST	30	Booked(Confirmed)	Dressings Review		PLAS SH Dressing Registrar		SH ASC P2 PLASTICS	(9) 888-8888 Home	AH documentation test

Appointment Status: Cancelled Attended(Checked In) Checked Out Booked(Confirmed) FTA(No Show) Rescheduled Scheduled

Patient Last, First:

URN:

FIN:

Location: Sunshine-SH ASC P2 PLASTICS

Surgeon Last, First:

Anesthesiologist Last, First:

Primary Resource: plus sh dressing registrar

All appointments scheduled to that Location appear.



Handy Hint

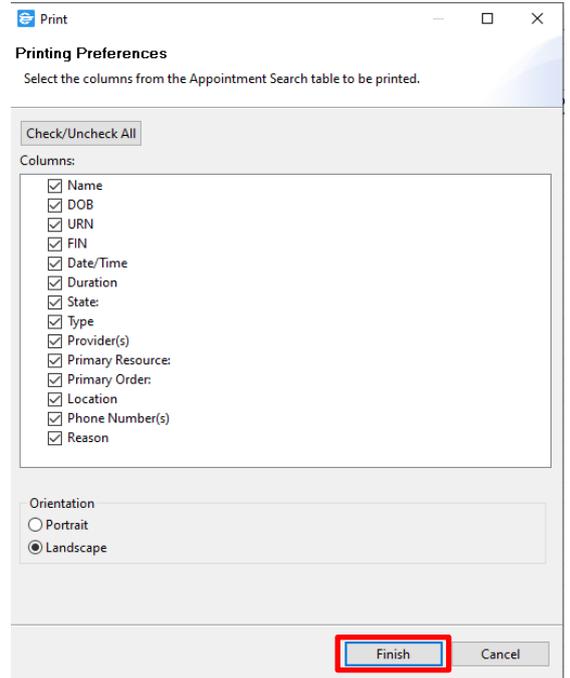
List can be filtered down by searching for Primary Resource (named / generic clinicians) – this will help view individual clinic lists for that particular clinician.

Primary Resource:
cook, jonathan



4. To print the clinic list, click on **Print**

5. Select applicable columns, select Landscape and click **Finish**



6. Select Printer, number of copies and click **Print**

