

Scheduling - Schedule Immediately and Waitlist Scheduling

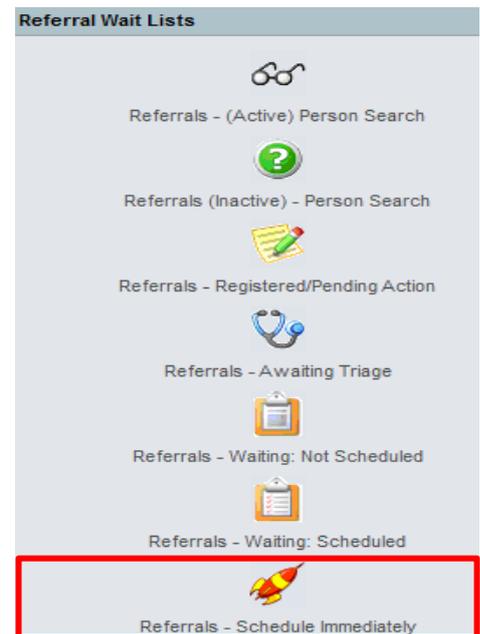


This Quick Reference Guide will explain how to:

Schedule an appointment from Scheduling Immediately Waitlist or Waitlist Not Scheduled

Method 1 – Scheduling an Appointment from Referrals – Schedule Immediately Waitlist

1. Open **PMOffice (Access Management Office)**
2. Under **Referral Wait Lists** > select **Referrals Schedule - Immediately**



3. **Primary Filters** window will appear - select **value/s** from dropdown list and click Copy. Click **OK Referrals – Schedule Immediately** waitlist will launch. Highlight the patient, right click and select > **Schedule**

7100070	TESTPAS, WILLOW	
7100182	TESTPAS, RUTH	
7100058	TESTPAS, REQUESTTEN	
7100173	TESTPAS, POLLY	
7100004	TESTPAS, MINDY	
10023396	TESTPAS, EISHA	
10023396	TESTPAS, EISHA	
7100071	TESTPAS, BRENDA	
7100071	TESTPAS, BRENDA	
7100116	TESTPAS, APPT REPLAC	
1809776	Syeda, Kausar MISS	

- Conversation
- Legal Status
- View Status Changes...
- History
- Change Filter Values...
- Export...
- Copy Bookings
- View Removed Rows...
- Schedule**



Handy Hint –

- The Schedule Immediately Wait List has a column for ‘Booking Notes’ which the user can refer to when scheduling the appointment

Appt Type	Recommending Date	Booking Notes
Gynaecology MBS New		Book in June

- To sort columns, click the headers.
- To filter the columns, right click on the header and select **filter**



4. **Scheduling Appointment Book** will open and **Appointment Attributes** window will appear. Review the details for the appointment and add **scheduling comments** if required. Then click **Ok**.

Details Orders Move Criteria Resource List Guidelines Appointment Eligibility

*Reason for Referral:
test

*Mode of Contact:
Face-to-face

*Interpreter:
No

Interpreter Mode of Contact:

*Transport:
No

*MBS Eligible:
Yes

VINAH Professional Groups:

Booking Instructions:

Scheduling Comments:

5. Appointment details will populate in the **Work in Progress**.
6. Click on the **Primary Resource** and Drag and Drop into the required appointment slot

Work in progress:

TESTPAS, WILLOW

- Gynaecology MBS New (Wednesday, 07/06/2023)
 - Current Schedule
 - SJK WC 1A GYN
 - Primary Resource
 - Patient



Eddy, Eliza OP [1]	
10:15 AM	SJK Gynae MBS Review
10:30 AM	TESTPAS, WILLOW
10:45 AM	SJK Gynae MBS Video New
11:00 AM	SJK Gynae MBS Video New
11:15 AM	SJK Gynae MBS Video New
11:30 AM	SJK Gynae MBS Video New
11:45 AM	SJK Gynae MBS Video New



7. Patient will now appear in the appointment slot in a **Pending** status

TESTPAS, WILLOW	
SJK Gynae MBS Video New	
SJK Gynae MBS Video New	TESTPAS, WILLOW
SJK Gynae MBS Video New	Gynaecology MBS New test
SJK Gynae MBS Video New	7100070
SJK Gynae MBS Video New	SJK WC 1A GYN
	Pending
	Referral

8. Click **Confirm**

Work in progress:

TESTPAS, WILLOW

- Gynaecology MBS New (Wednesday, 07/06/2023)
- Current Schedule

9. The confirm window will appear, complete the mandatory fields and click **Ok**

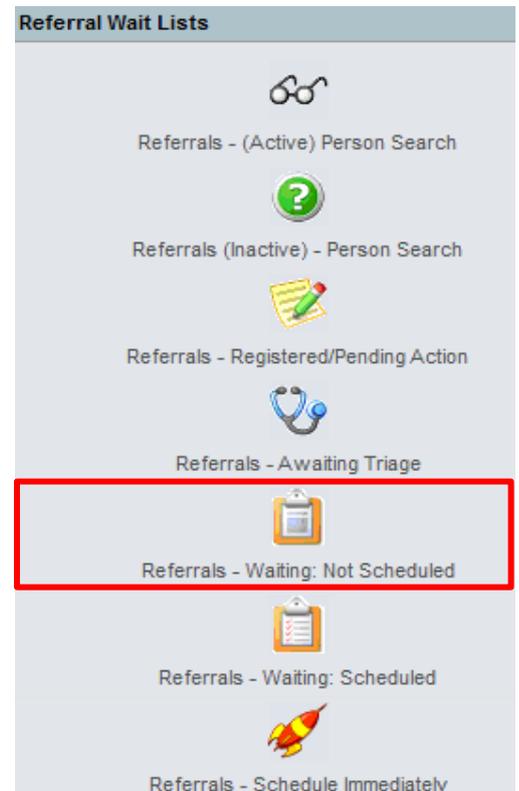
10. The patient will now appear in a **Booked(Confirmed)** status in the grid and will fall off the **Referral – Schedule Immediately** waitlist.

	Eddy, Eliza OP [1]	Fennes
8:30 AM		
8:45 AM		
9:00 AM	SJK Gynae MBS Review	
9:15 AM		
9:30 AM	SJK Gynae MBS Review	
9:45 AM	SJK Gynae MBS Review	
10:00 AM	SJK Gynae MBS Review	
10:15 AM		
10:30 AM	TESTPAS, WILLOW	
10:45 AM	SJK Gynae MBS Video New	
11:00 AM	SJK Gynae MBS Video New	TESTPAS, WILLOW
11:15 AM	SJK Gynae MBS Video New	Gynaecology MBS New
11:30 AM	SJK Gynae MBS Video New	Test Reason for Visit
11:45 AM	SJK Gynae MBS Video New	7100070
12:00 PM		SJK WC 1A GYN
12:15 PM		Booked(Confirmed)
		Referral
		01/03/1990

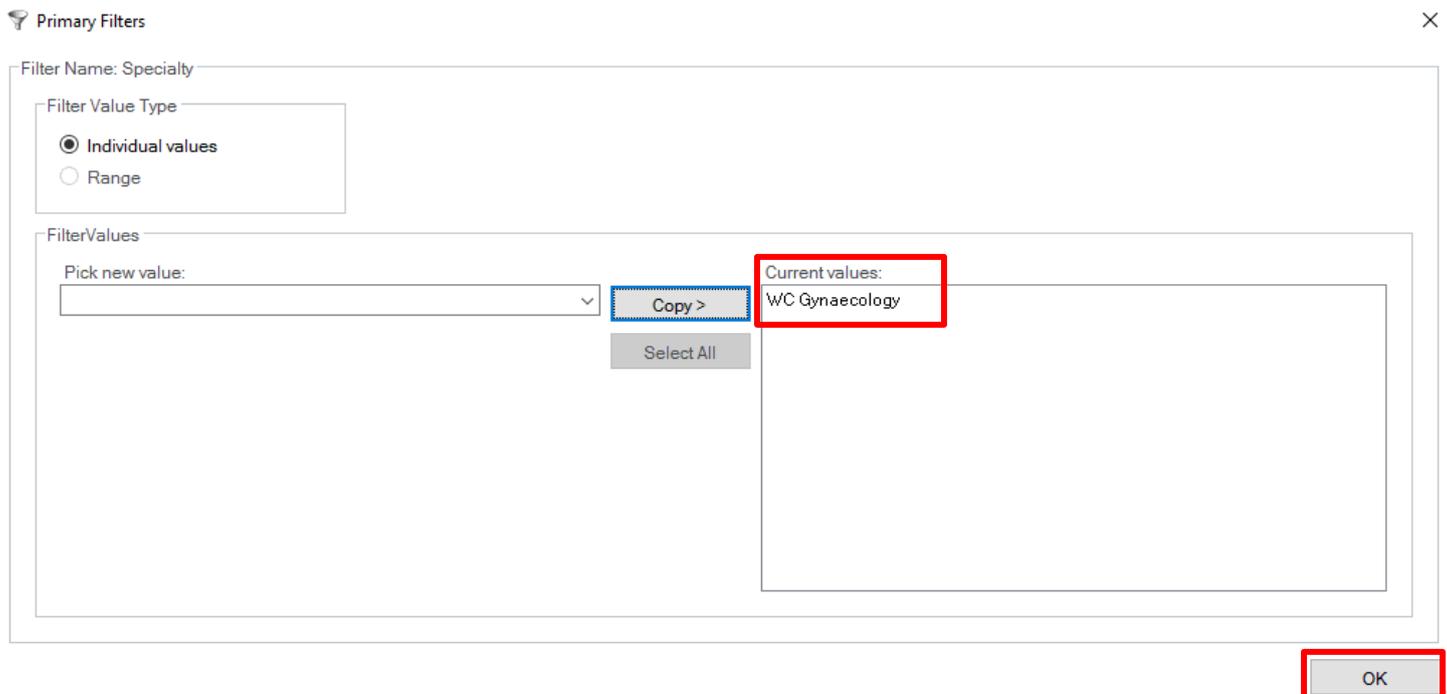


Method 2 – Scheduling an Appointment from Referrals – Waiting: Not Scheduled

1. Open **PMOffice (Access Management Office)**
2. Under **Referral Wait Lists** > select **Referrals – Waiting: Not Scheduled**



3. **P Primary Filters** window will appear - select **value/s** from dropdown list and click Copy. Click **OK**





4. **Referrals – Waiting: Not Scheduled** waitlist will launch. Highlight the patient, right click and select > **Schedule**

1828820	TESTWHS, EMILYGP MS	01/03/1991 00:00:00
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- Conversation
- Legal Status
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- Change Filter Values...
- Export...
- Copy Bookings
- View Removed Rows...
- Schedule**

5. Complete steps 5 – 11 to schedule appointment
6. Once the appointment has been scheduled, the patient will fall off the waitlist and appear on the **Referrals – Waiting: Scheduled**

UR : 1828820
Patient Name : TESTWHS, EMILYGP
DOB : 01/03/1991

Wait list records : 2 Results

UR	Patient Name	DOB
1828820	TESTWHS, EMILYGP MS	01/03/1991 00:00:00
10023396	TESTPAS, EISHA	01/01/1990 00:00:00

X Referrals - Waiting: Scheduled