Scheduling and Referrals – Allied Health Documentation Appointment Type



Digital Health Quick Reference Guide

OT SH Hand Therapy 01 [1]

2:45 PI

1:00 PM 1:15 PM 1:30 PM 1:45 PM 2:00 PM 2:15 PM 2:30 PM 2:30 PM 2:45 PM

3:00 PM 3:15 PM 3:30 PM 3:45 PM 4:00 PM 4:15 PM 4:30 PM 4:45 PM INTEGRATIONTE. Hand Therapy New

Confirm

Contact... Modify...

Reschedule Hold... Cancel... No Show... Check In... Check Out... Patient Seen... Sched Next OP App Batch Reschedule.. Request

This Quick Reference Guide will explain how to:

Schedule an appointment against the AH documentation appointment type

There are two options to do this

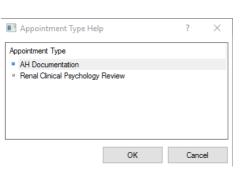
- Via Schedule Next OP Review
- Direct to Scheduling Method by searching for the patient in the Appointment tab

Schedule Next OP Review Method

1. In Scheduling Appointment Book, open the relevant bookshelf, find the patient you need to add a documentation type to, right click on the patient

2. Select *Actions* and then select *Schedule Next OP Appt*, you will be asked to choose an appointment type

3. Select AH Documentation in the Appointment Type Help window

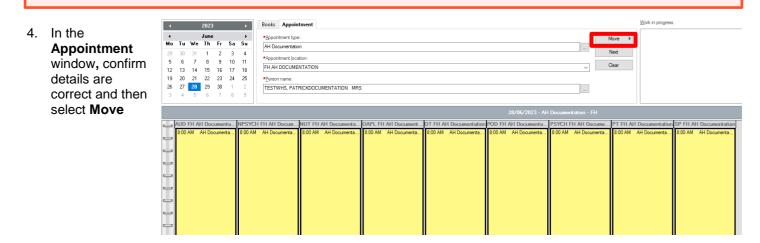




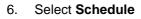


Handy Hint •

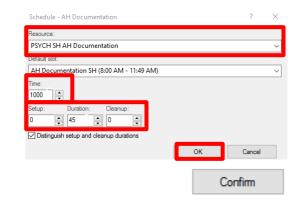
When confirming the appointment details, for Mode of Contact select MDCC - Patient not present



5. Using the Calendar, select the required day



7. Schedule window will open, select the appropriate Resource, Time and Duration and click OK



4

∙ Mo

5 6 June Th

1

8
 5
 6
 7
 8
 9

 12
 13
 14
 15
 16

 19
 20
 21
 22
 23

 26
 27
 28
 29
 30

Fr Sa

2 3 4

9 16 10 17

Schedule

Su

4 11 18

24 25 1 2

We

31 7

Tu

Select Confirm 8.

9. The patient will now be scheduled in the selected AH documentation Resource column



Direct to Scheduling Method

- 1. In Scheduling Appointment Book, click on the Appointment tab
- 2. Under *Appointment Type:* AH Documentation Complete the additional mandatory fields

Handy Hint When searching for the patient, make sure to select the correct patient encounter

Books Appointment

ointment type

AH Documentati

*Person name:

- 3. Then select Move
- 4. Follow Steps 5 9 as previous to complete the scheduling of AH documentation







Digital Health Quick Reference Guide



