# 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

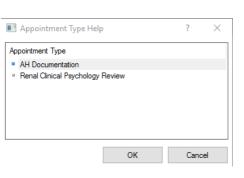
- Via Schedule Next OP Review
- Direct to Scheduling Method by searching for the patient in the Appointment tab

## **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

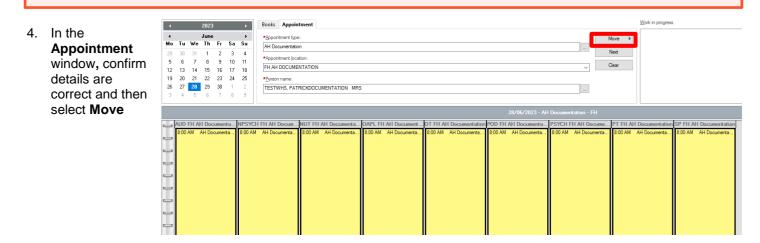




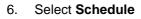


### Handy Hint •

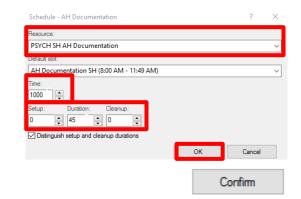
When confirming the appointment details, for Mode of Contact select MDCC - Patient not present



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



