

Scheduling and Referrals – Allied Health Documentation Appointment Type



This Quick Reference Guide will explain how to:

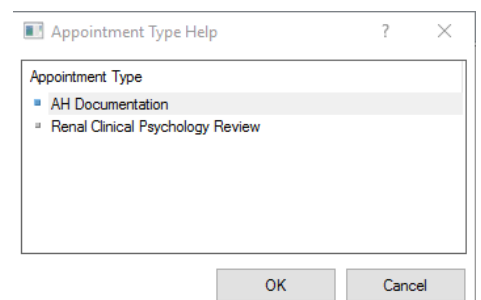
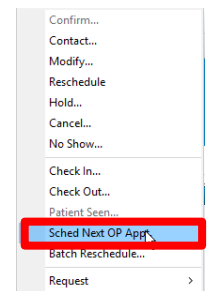
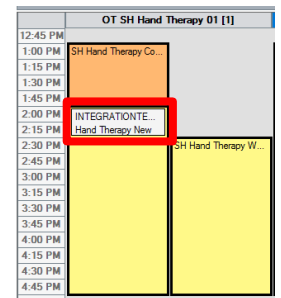
Schedule an appointment against the AH documentation appointment type

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**

4. In the **Appointment** window, confirm details are correct and then select **Move**

5. Using the Calendar, select the required day

6. Select **Schedule**

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

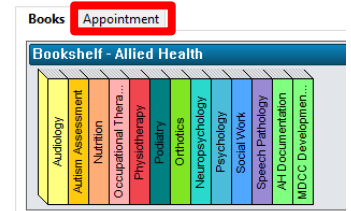
8. Select **Confirm**

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



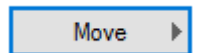
2. Under **Appointment Type: AH Documentation**
Complete the additional mandatory fields



Handy Hint

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

3. Then select **Move**



4. Follow Steps 5 – 9 as previous to complete the scheduling of AH documentation