

Scheduling and Referrals – Scheduling Comments & Reason for Visit



Digital Health
CONNECTING BEST CARE

Digital Health
Quick Reference Guide

This Quick Reference Guide will explain how to:

Utilise Scheduling Comments and Reason for Visit, and where these two will appear for the admin and clinician to view.

A. Scheduling Comments

Handy Hint

At the time of scheduling an appointment, 'Scheduling Comments' is a field that can be used by the admin staff to enter information that they wish the clinician to see on the Ambulatory Organiser

1. Open **Scheduling Appointment Book**
2. While scheduling an appointment, enter Scheduling Comments

Books **Appointment**

Booking Instructions:

Scheduling Comments:
telehealth appointment

3. Once appointment has been booked, the Scheduling Comments flow onto the Ambulatory Organiser in the Details column (under the appointment type).

Time	Duration	Patient	Details	Status	Notes
Clinic - Footscray					
8:00 AM	30 mins	INTEGRATIONTESTTHREESC, SCENARION... 25 Years, Female	Physiotherapy Review telehealth appointment	Booked(Confirmed)	Reason for Visit: testing

B. Reason for Visit

Handy Hint

Reason for Referral or Reason for Review is a field completed by the clinician at the time of placing a referral or review order, which flows into scheduling and Ambulatory Organiser.



1. In Powerchart, all referral and review orders have these corresponding fields -

*Reason For Referral:

*Reason For Review:

2. This reason flows into Schappbook and can be seen at the time of scheduling the appointment

Books Appointment

Person name:
INTEGRATIONTESTTHREESC, SCENARIONINE MS

*Reason for Return Appointment:
testing

*Mode of Contact:
Face-to-face

3. Once appointment has been booked, this flows onto the Ambulatory Organiser as Reason for Visit

Time	Duration	Patient	Details	Status	Notes
4 Clinic - Footscray					
8:00 AM	30 mins	INTEGRATIONTESTTHREESC, SCENARION... 25 Years, Female	Physiotherapy Review telehealth appointment	Booked(Confirmed)	Reason for Visit: testing