

# Scheduling and Referrals – Scheduling Comments & Reason for Visit



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