

Scheduling – Worklist: Mode of Transport

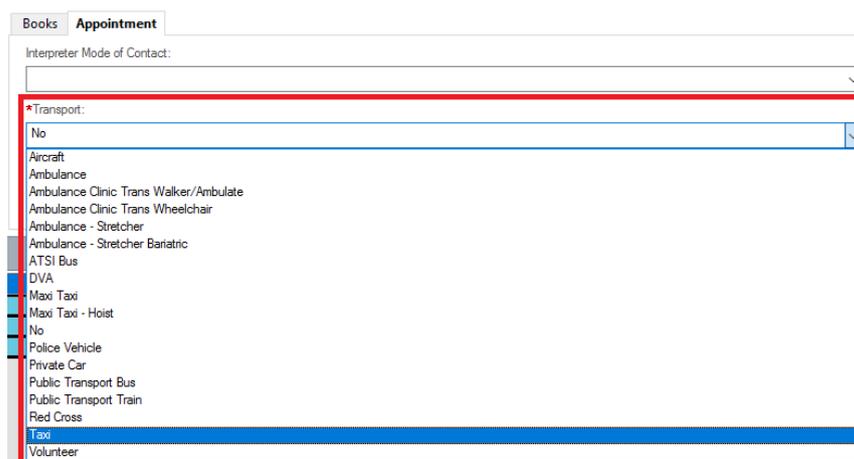


This Quick Reference Guide will explain how to:

Book transport request against appointment for a patient and action Mode of Transport worklist

Method 1 – Requesting Transport

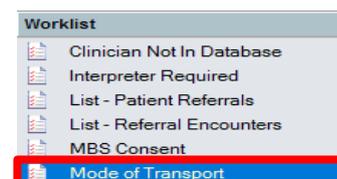
1. Open **Scheduling Appointment Book**
2. When scheduling an appointment, from the **Appointment** tab > update ***Transport** field from dropdown list
 - This is set to 'No' by default



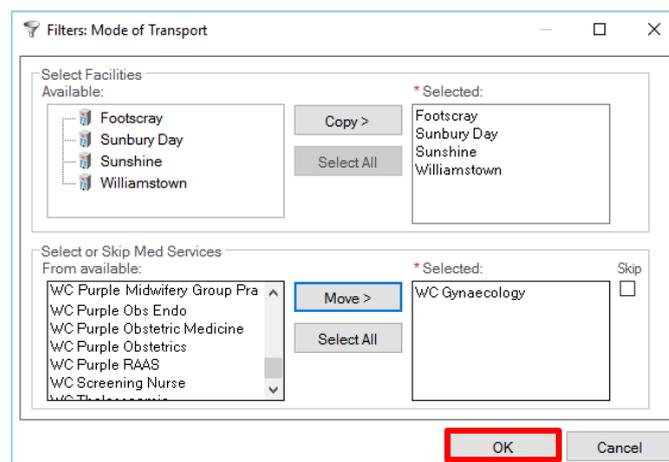
3. Once the appointment has been confirmed, the patient will appear on the **Mode of Transport** worklist

Method 2 – View a list of patients requiring Transport using Worklist

1. Open **PMOffice (Access Management Office)**
2. Under **Worklist** > select **Mode of Transport**



3. **Filters: Mode of Transport** window will appear
 - **Facility** will default to all
 - Select the required **Med Services** from the **From available:** list and click **Move >**, they will appear under ***Selected:**
 - Click **OK**

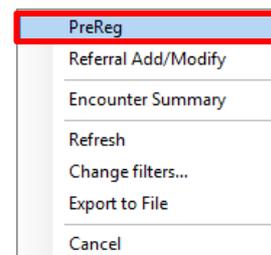




4. **Mode of Transport** worklist will populate

UR	Patient Name	DOB	Sex	Mode of Transport	Mobile Number	Appt Type	Facility	Specialty	Appt Date/Time	FIN	Appt Status	Appt Location	Episode Type
		01/01/1986	Female	Taxi		Gynaecology MBS Review	Sunshine	WC Gynaecology	26/08/2023 11:45	21001900C005	CONFIRMED	SJK WC 1A GYN	Specialist Clinics (OP)

5. In the worklist, right click on the patient and select **PreReg**



6. **PreReg** window will appear, on the **Patient Information** tab, update **Transportation Booked > Completed**

- Click **Complete**



7. Patient will drop off from the worklist.



Handy Hint

If transport is required once the appointment is scheduled, please refer to QRG **Scheduling and Referrals – Scheduling Actions** for steps on how to modify an appointment.