Scheduling – Worklist: Mode of Transport



Digital Health Quick Reference Guide

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

E	Books Appointment								
	Interpreter Mode of Contact:								
		~							
ſ	*Transport;								
	No	~							
	Aircraft								
	Ambulance								
	Ambulance Clinic Trans Walker/Ambulate								
	Ambulance Clinic Trans Wheelchair								
4	Ambulance - Stretcher								
	Ambulance - Stretcher Bariatric								
I	ATSI Bus								
T	DVA								
ł	Maxi Taxi								
4	Maxi Taxi - Hoist								
4	No								
	Police Vehicle								
Т	Private Car								
	Public Transport Bus								
	Public Transport Train								
	Red Cross								
	Taxi								
L	Volunteer								
-									

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

Available:		* Selected:	
 Footscray Sunbury Day Sunshine Williamstown 	Copy > Select All	Footscray Sunbury Day Sunshine Williamstown	
Select or Skip Med Services From available: WC Purple Midwifery Group Pra	Move >	* Selected: WC Gynaecology	Skip
IWC Purple Obs Endo			



4. Mode of Transport worklist will populate

×	1 Result													
-	UR	Patient Name	DOB	Sex	Mode of Transport	Mobile Number	Appt Type	Facility	Specialty	Appt Date/Time	FIN	Appt Status	Appt Location	Episode Type
l §			01/01/1986	Female	Taxi		Gynaecology MBS Review	Sunshine	WC Gynaecology	26/06/2023 11:45	21001900C005	CONFIRMED	SJK WC 1A GYN	Specialist Clinics (OP)
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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.

Transportation Booked:



Digital Health