

Scheduling and Referrals – Appointment Check In

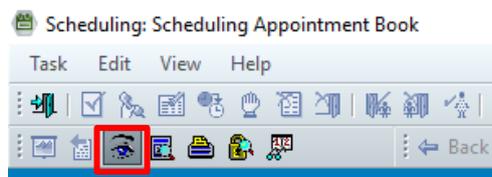


This Quick Reference Guide will explain how to:

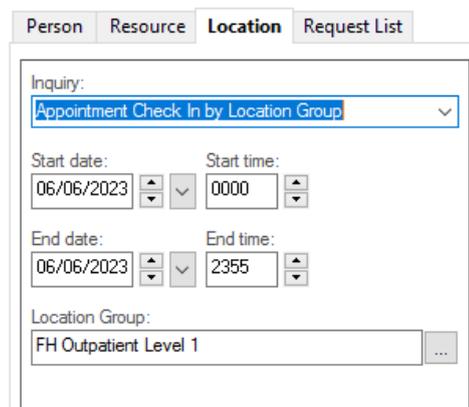
Check in a patient for an **Outpatient Appointment**

Method 1 – Appointment Check In via Appointment Inquiry

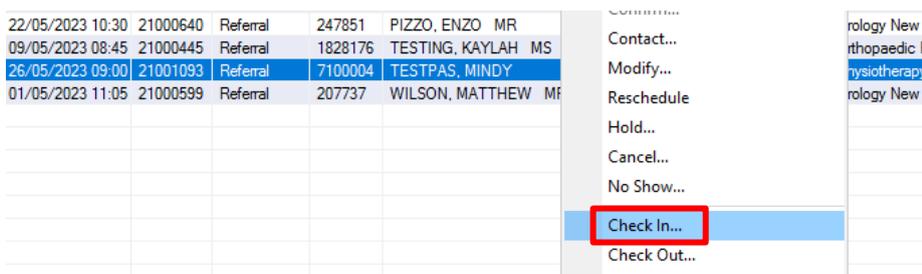
1. Open **Scheduling Appointment Book**.
2. From the top tool bar, click on **Appointment Inquiry** button.



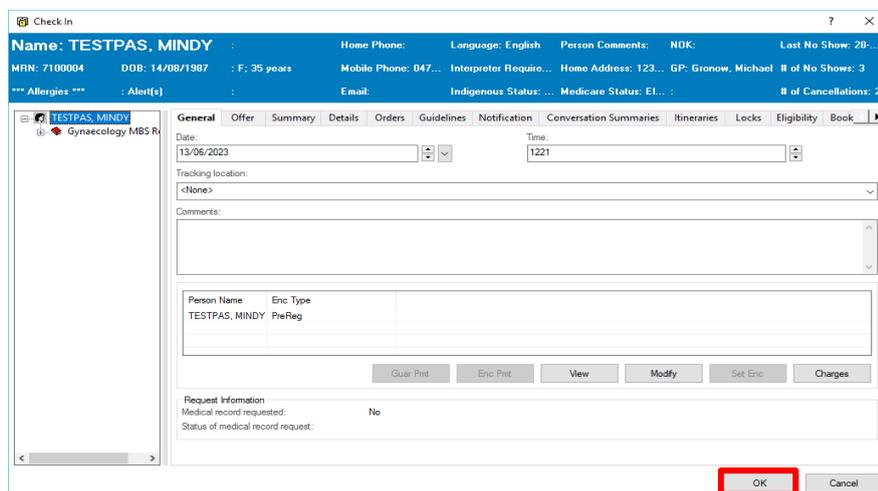
3. Click on **Location** tab. Select Inquiry: **Appointment Check In by Location Group**. Date defaults to current date. Select **Location Group** based on the area where you need to check in patients.



4. List of patient appointments booked to that particular location group appear. Right click on patient row and click **Check In**.



5. Click **OK** on the Check In window.

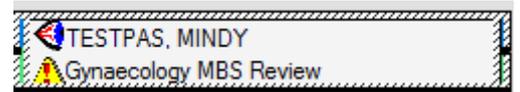




6. Validate the encounter details and populate any mandatory fields as required. Click Complete.
7. Patient has now been checked in, and falls off the Appointment Check In by Location Group list.

Method 2 - Appointment Check In via Scheduling Grid

1. Navigate to the correct bookshelf and locate the patient on the grid
2. Right click on patient, select Actions > Check In
3. Click **OK** on the Check In window





4. Validate the encounter details and populate any mandatory fields as required. Click **Complete**.

The screenshot shows a 'Registration - Non-Admitted' form with the following sections:

- UR Number:** 710004
- Personal Information:** Last Name: TESTPAS, First Name: MINDY, Middle Name: Miss, Sex: Female, Date of Birth: 14/08/1987, Age: 35Y, Medicare Status: Eligible.
- Medicare Information:** Medicare Number: 2736 82763 7-2, Medicare Expiry Date: 19/04/2025.
- Referral Information:** Referral ID: VSPCC0061, Referral Encounter ID: 51463259.
- Encounter Information:** Residential Home Address: 123 Main Street, Melbourne, Victoria 3000, Australia.
- Personal Data:** Preferred Language: English, Interpreter Required: No, Advanced Care Directive: Not Aboriginal or TSI, Marital Status: De facto, Religion: Catholic, nec.
- General Practitioner (GP):** GP Name: Groomer, Michael - SMO, GP Details: Sunshine Hospital, Furlong Road, St Albans, Victoria 3021, Australia.
- Health Life Portal:** Access Offered: Patient Declined.

A red box highlights the **Complete** button at the bottom right of the form.

5. Patient has now been checked in, and colour of the appointment changes on the grid.

