Scheduling and Referrals -Appointment Check In



Resource Location Request List

Start time

End time

2355

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Appointment Check In by Location Group

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Digital Health Quick Reference Guide

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.



Person

Inquiry

Start date

End date

06/06/2023

06/06/2023

Location Group: FH Outpatient Level 1

 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.

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

22/05/2023 10:30	21000640	Referral	247851	PIZZO, ENZO MR		c	rology New
09/05/2023 08:45	21000445	Referral	1828176	TESTING, KAYLAH MS		Contact	rthopaedic Po
26/05/2023 09:00	21001093	Referral	7100004	TESTPAS, MINDY		Modify	hysiotherapy
01/05/2023 11:05	21000599	Referral	207737	WILSON, MATTHEW MF	F	Reschedule	rology New
						Hold	
						Cancel	
						No Show	
					ſ	Check In	
						Check Out	

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





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

3.

7100004											
Last Name:	First Name:	Middle Name:		Title	Sec	Date of Birth:	4	Age	N	fedicare Status:	
TESTPAS	MINDY			Miss	Female	14/08/1987		35Y	E	ligible	
Medicare Number:	Medicare Expiry Date:	Arrival Comment:									
2736 82763 7-2	19/04/2025										
IN (Visit #):	Referral ID:	Referral Data Set:		Encounter Data Set:	Episode Type (Program):	Referral Encounter ID:					
21001093	VSPEC81421	VINAH 17 (2022-2023)		VINAH 17 (2022-2023)	Specialist Clinics (OP)	51466019					
counter Information Patient Info	rmation Referral Information Portal Auth	orised Representatives Notes a	nd Alerts								
Melbourne, Victoria 3000											
Rosena											
Phone Number:	Mobile Phone Number	Work Phone Number:		Email Address:							
Personal Data	0470220343										
Personal Data	Internation Description	Advanced Core Direction		170 000-0	Marchael Dank an	Maidae Mener		Defining .		Pull Number	
English	No V	Advanced care birective:		NOT Aboriginal or TSI	De facto	Maiden Name:		Catholic, nec		Disk Number:	
DVA Card Colour:	Individual Health Identifier	VIP Indicator	~								
Ganaral Practitionar (GP)											
Center Practicular (CP)											
Gronow, Michael - SMO	Q										
Business Address: Sunshine Hosp	pital Furlong Road St Albans, Victoria 302	Australia (includes External Te	rritories								^
Business Phone: 03 8345 1333 E Medicare Provider # 10122	mail:										
Healthe Life Portal											
*Access Offeren											
Patient Declined	~										
Person Comments											
Parton Comment											
											^

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

Click OK on the	岡 Check In														? X	٦
Chock In window	- Name: TESTPAS, MINDY						Home Phone: Language: English Person Comments: NOK:							Last No Show: 28		
	MRN: 7100004 DOB: 14		14/08/1987 : F; 35 years		Mobile Phone: 047.		047 Ir	Interpreter Require.		Home Address: 123	GP: Gronow, Micha		el #ofNoShows:3			
	*** Allergies ***	: Alert(s)		1		Email	:	Ir	ndigenous St	atus:	. Medicare Status: El	. :		# of Can	cellations: 2	
	Gynaeco	INDY Iogy MBS R	General Date: 13/06/202 Tracking loc (None> Comments: Person N TESTPA Request I Medical re Status of ri	Offer 3 Lation: Lame S, MINDY reformation cord required redical reco	Enc Type PreReg ssted: cord request:	Details	Orders	Guidelini	es Notificat	ion C Time: 1221	View Mc	dfy	Locks Set Enc		Book /	
												L	ОК		Cancel	





Λ	Validate the	Registration - Non-Admitted								- 0 ×
4.	validate the	UR Number:								
		7100004								
	encounter									
		Last Name:	First Name:	Middle Name:	Title	Sec	Date of Birth:	Age:	Medicare Status:	
	details and	Medicare Number:	Minuty Medicare Expiry Date:		Miss	Female	14/08/1987	224	Eligible	
	nonulate onv	21000210012	13/09/2023 + *							
	populate any	FIN (USe)# #0:	Referral ID:	Encounter Data Set	Enisode Tune (Program):	Referral Encounter ID	Arrival Comment			
		21001029C002	VSPEC80061	VINAH 17 (2022-2023) VINAH 17 (2022-2023)	Specialist Clinics (OP)	51463259				
	mandatory	Encounter Information Patient Inform	mation Referral Information Portal A	uthorised Representatives Notes and A	erts					
	2	Address/Phone Information								^
	fields as	Residential Home Address: Maili	ing Address:							
		123 Main Street Add Melbourne, Victoria 3000	Address							
	required	Australia								
	required.	Phone Number:	Mobile Phone Number:	Work Phone Number:	Email Address:	-				
	Clink		0476226543							
	CIICK	Personal Data								
		Preferred Language:	No	Advanced Care Directive:	ATSI Status: NOT Aboriginal or TSI	Marital Status:	Maiden Name:	Religion: Catholic, nec	DVA Number:	
	Complete.	DVA Card Colour	Individual Health Identifier	Confidentiality Level:						
		V Card Colour.		RoutClinical						
		General Practitioner (GP):								
		Gronow, Michael - SMO								
		GP Details: Business Address: Sunshine Hospital	Furlong Road St Albans, Victoria 302	1 Australia (includes External Territories						
		Business Phone: 03 8345 1333 Emai Medicare Provider #: 10122	it i							-
										~
		*Access Offered:								
		Patient Declined ~								
		- Person Comments								
		Person Comment:								~
									Com	Cancel

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



