Scheduling and Referrals – Appointment Check In

Digital Health
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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.
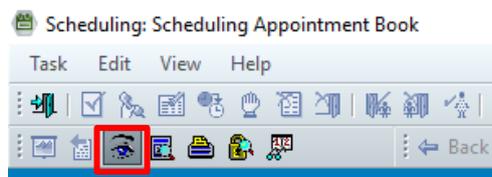
3. Click on **Location** tab. Select Inquiry: **Appointment Check In by Location Group.** Date defaults to current date. Select **Location Group** based on the area where you need to check in patients.
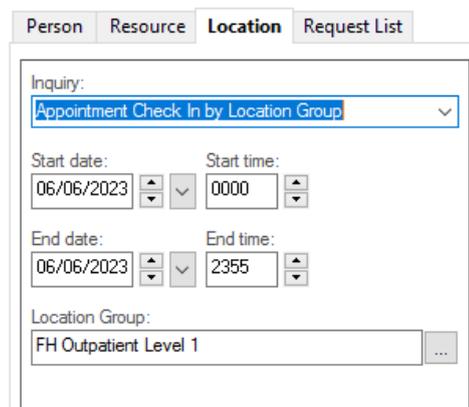
4. List of patient appointments booked to that particular location group appear. Right click on patient row and click **Check In**.
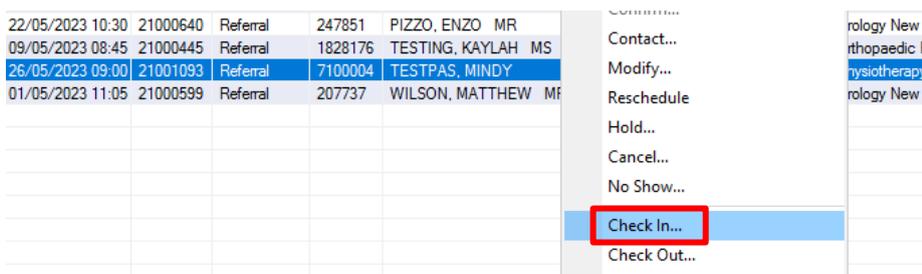
5. Click **OK** on the Check In window.
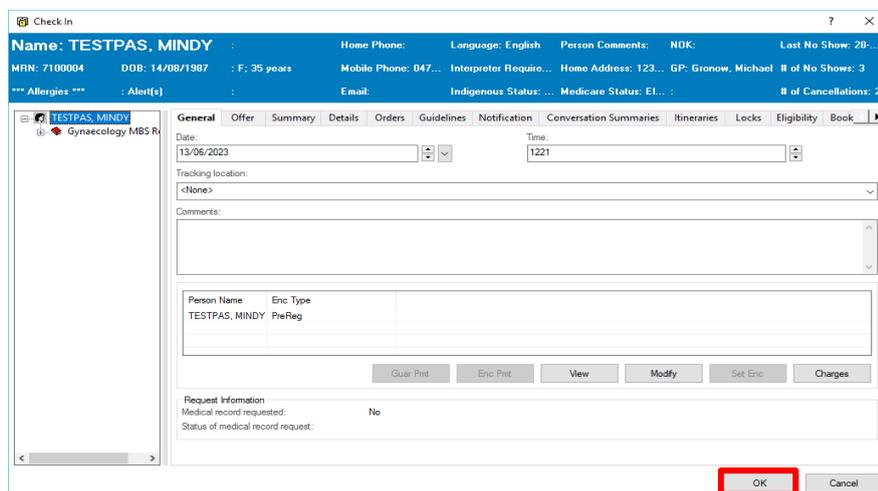
6. Validate the encounter details and populate any mandatory fields as required. Click Complete.

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.**

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