

1 APPOINTMENTS LIST

Scheduled Appointments

1 View Booking Form 2 Availability Calendar 3

4 Next 14 days Week Month Wait List 5 All Appt. Types 6 Search by name, and note c Search

MAY 17 Friday 2 appointments. Add Appointment... 7

Time	Topic	Patient	Age	PPSN	Phone	
16:00	COVID-19 Booster & FLU Vaccination	Patient Byrne	101	2121212P	+353868062740	View 9
16:15	COVID-19 Booster & FLU Vaccination	Patient Mary	98	1212121Q	+353868062740	View

1. View how & which appointment types appear to patients.
 2. Availability calendar.
 3. Settings: Change schedule. Enable/Disable Appointments. Code to add to website. Export appointments.
 4. View upcoming appointments by week, by month.
 5. View people on the Wait List.
 6. Filter the upcoming appointments by appointment type or search by name.
 7. Manually Add Appointment for walk-ins etc.
 8. Select to batch Cancel, Message or Export appointments.
 9. Press View to see appointment details.
- NB:** Patients can book maximum 14 days in advance. This is aligned to the cold chain delivery cycle. Staff do not have this limitation.

2 APPOINTMENT DETAILS

1 SH1 May 24, 12:00 Shingles Shingrix Vaccine 2 SH2 Add followup...

Client Desmond Byrne
Jan. 18, 1926 (age 98)
desmond.byrne@gmail.com
+353868062740 [change](#)

PPSN 2121212P [change](#)

Consent OK, given on May 20, 2024
[Show Consent Text](#)

3 **Reminder** Scheduled for May 23, 12:00

5 Internal Note 6 Send Message 7 Reschedule Appt. 8 Mark as Complete 9 Cancel Appt.

Address including Eircode:
Main St, Cork T12H1XY

GP Name & Address:
Dr Paula, S. Main St, Cork

Gender: Male

Please state why you are eligible for a shingles vaccine:
Over 50 yrs

Have you ever had a shingles vaccine? No 4

[Update Answers](#)

History

	Date	By
Viewed	Today, 3:01 p.m.	Des PIC, Refill Assistant
New Appointment From Website	Today, 3:01 p.m.	Desmond Byrne, Website visitor

1. Appointment time, date, title.
2. Schedule a follow up appointment (2nd dose).
3. Change contact details & PPSN & Show Consent Text.
4. Update Answers on intake form.
5. Add an internal note to History. Not seen by patient.
6. Send message to patient.
7. Reschedule appointment or move to Wait List.
8. Mark appointment as Complete.
9. Cancel appointment – permanently removed.

3 RESCHEDULE APPOINTMENT

Reschedule Appointment

Service: Shingles Shingrix Vaccine

Client: Desmond Byrne
2121212P
desmond.byrne@gmail.com
+353868062740

New Date: « May 2024 »

Mo	Tu	We	Th	Fr	Sa	Su
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

New Time: [Dropdown]

1. Pick a date and time.
2. Or Move to Wait List
3. Press Reschedule

4 WAIT LIST PRIORITY FILTERS

F65 In Wait List
Flu Vaccination for Over 65 Years Only

Client: Patient Mary
March 6, 1913 (age 111)
desmond.byrne@gmail.com
+353868062740

PPSN: 1212121P

Consent: OK, given on October 26, 2023
[Show Consent Text](#)

Priority: P1

1. Patient priority filter – change to set.
2. Priority becomes a filter to easily group patients for a specific appointment type.

All Entries	3
Unprioritized	1
P1	2

5 ASSIGN TIME TO WAIT LIST

1. Press Assign Time to schedule appointment.
2. Select date and time. Press Assign Time

Service: Flu Vaccination for Over 65 Years Only

Client: Patient Byrne
2121212P
desmond.byrne@gmail.com
+353868062740

New Date: « June 2024 »

Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

New Time: June 15, 09:30

6 EXPORT APPOINTMENTS

1. Export Appointments as CSV: creates an export of all booked and wait list appointments including: patient's contact details; appointment type & time, confirmation of consent, completion date; if cancelled; intake form answers.

Create a regular 6- or 12-month export schedule and save to a file location on your computer. CSV files can be opened in Excel.

