Partners in improving local health

NECS Clinical Systems Specialist Team
EMIS Web – Appointments/Slot Properties

Amending Slots or Appointments using the Slot Properties

From the Appointment Book, existing appointment slots and bookings have options to allow certain changes to be made through **Slot properties**.

1. Right click the slot you wish to amend and select **Slot properties**
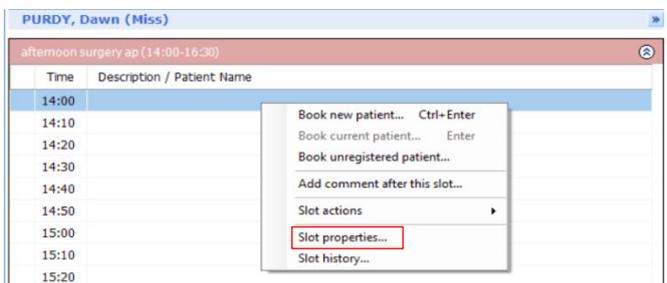
The slot details will display, date, session name, location, time and length of appointment time.

2. Click the down arrow on **Slot type** to display all options. This could be changed to a telephone appointment or a blocked slot for example
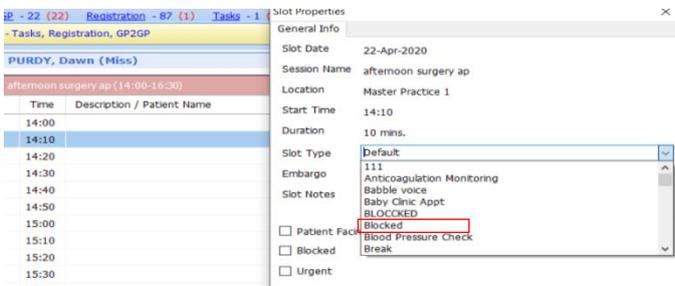

3. If you want to make this particular slot only bookable at certain times of the day for example after 8am the same day. Or if you wanted to open up the slot to be booked 1 or 2 days prior for booking**, click Embargo**
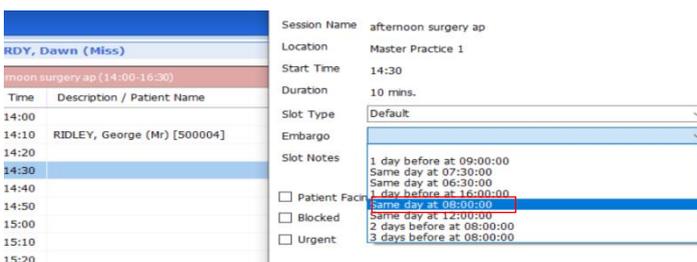
4. Type in to the **Slot Notes** section to add details to the slot notes column of the appointments if configured to show

   Note: these notes are about the slot and not the appointment therefore if the appointment is cancelled they would still display in the slot. Appointment notes should be used for any notes regarding the patient, i.e. running late.
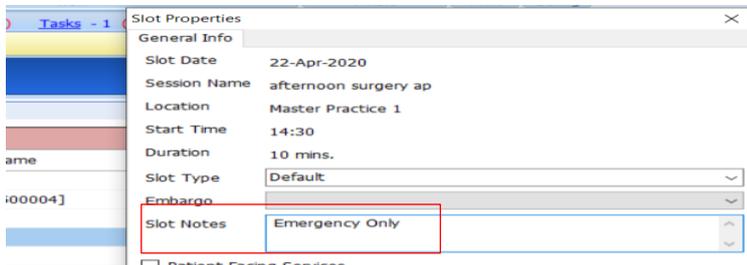

5. There are now selections by tick box. First option is **Patient Facing Services**, this option should be used to allow patients to book the appointment through on line services

6. Selecting **Patient Facing Services** will result in a pc icon displaying on the left hand side of the appointment to show that this slot is available to both on line users and the practice. Choosing one of the other options displays in the appointment slot saying whether it is a **Blocked** or **Urgent** slot

7. Once an appointment is booked, it can be amended, i.e. adding or changing **Notes**. Right click on the appointment and choose **Slot Properties**
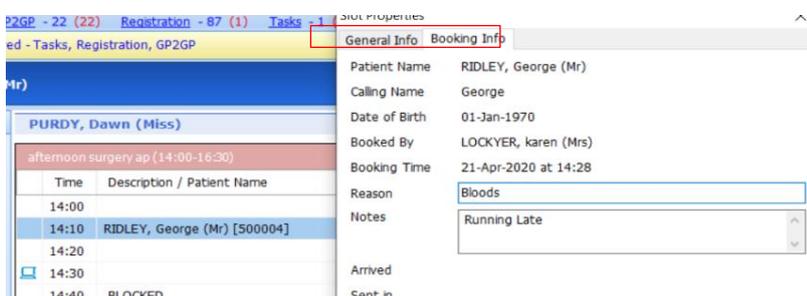
   You will notice you now have two tabs, **General Info** and **Booking Info**

8. Make necessary amendments using the drop down to select a **Reason** or type any **Notes** required

9. Click **OK**