

NECS Clinical Systems Specialist Team

EMIS Web Restricting Online Appointments Use

Disabling Online Appointment Booking

1. Access **System Tools - EMAS Manager – EMIS- Patient Facing Services**
2. Untick **Appointments** under **Services**



| Emis | Emis - Patient Facing Services |
|---|--|
| <ul style="list-style-type: none">✓ Document Sharing✓ Patient Facing Services✗ EPMS✓ Managed Referrals | <p>General</p> <p>Welcome message</p> <p>Welcome to the NECS surgery.</p> <p>Services</p> <p>Transactional services</p> <ul style="list-style-type: none"><input type="checkbox"/> Appointments<input checked="" type="checkbox"/> Repeat prescriptions <p>Other services</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Messaging |

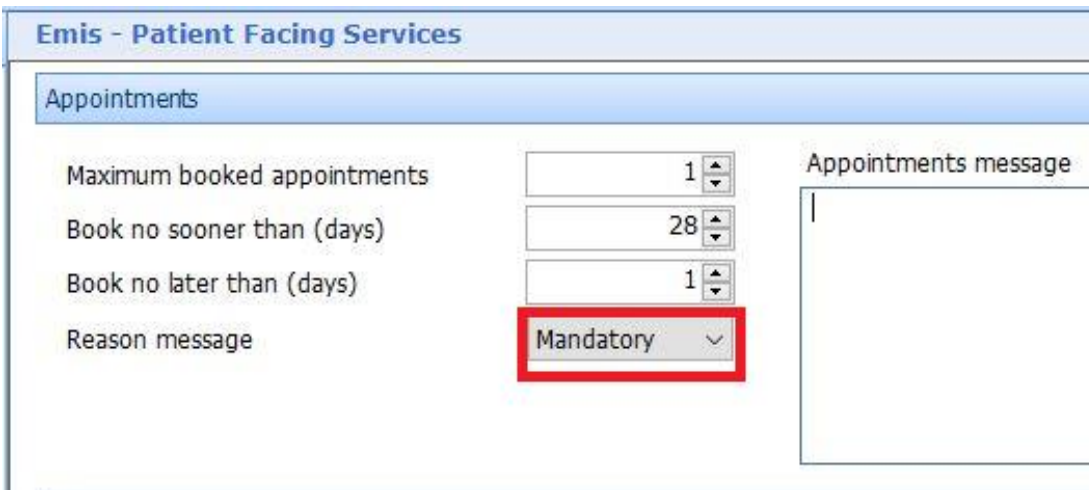
Adding a message to Online Services

1. Access **System Tools, EMAS Manager, EMIS, Patient Facing Services**
2. Under **Appointments**, a message can be added to show when booking



The screenshot shows the 'Emis - Patient Facing Services' interface. The 'Appointments' section is active, displaying several configuration options: 'Maximum booked appointments' (set to 1), 'Book no sooner than (days)' (set to 28), 'Book no later than (days)' (set to 1), and 'Reason message' (set to Mandatory). A large text area labeled 'Appointments message' is highlighted with a red border, indicating where a message can be added.

3. Recording of a reason for the appointment (by the patient) can also be made mandatory



The screenshot shows the 'Emis - Patient Facing Services' interface. The 'Appointments' section is active, displaying several configuration options: 'Maximum booked appointments' (set to 1), 'Book no sooner than (days)' (set to 28), 'Book no later than (days)' (set to 1), and 'Reason message' (set to Mandatory). The 'Reason message' dropdown menu is highlighted with a red border, showing 'Mandatory' selected.