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## NECS Clinical Systems Specialist Team SystemOne Appointment Booking

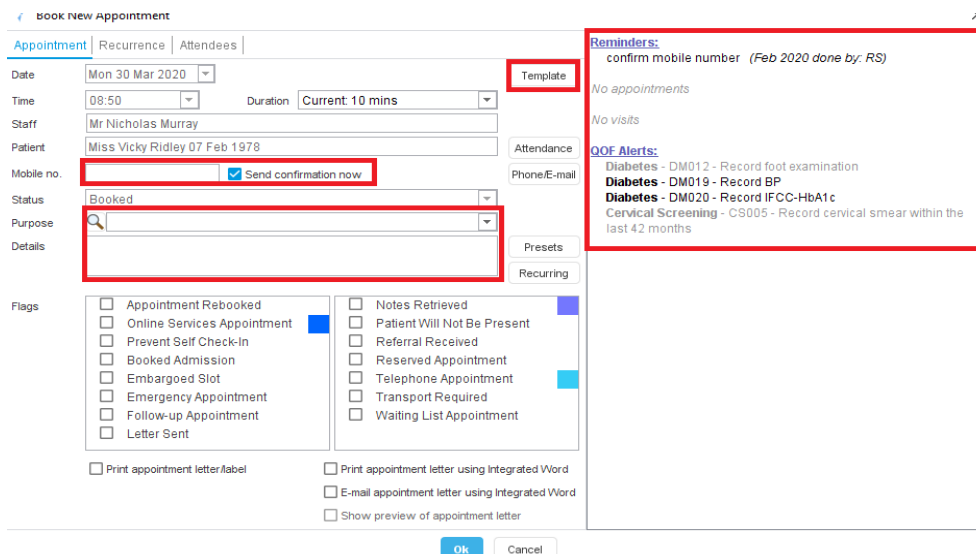
### Booking an Appointment

1. Open the **Appointment Ledger** or **Appointment Overview**
2. Double click or Right click on an available slot and select **Book Appointment**



3. Search and select the appropriate patient – if you already have the patient record open you will not see the search screen.

The **Book New Appointment** screen is now displayed.



Check the right hand side for Reminders, QOF, booked appointments and visits. Use the Template button to use an appointment template to complete the book appointment screen. For more information on appointment templates please refer to the Appointment Templates quick card.

4. Write any notes regarding the appointment in **Details**

The **Send confirmation now** tick box should be selected by default, unless it is a telephone appointment. If you don't want to send a text message confirmation, untick the box. If you need to change a patient's contact number use the **Phone/Email** button.

5. Click **Ok**

## Amending an Appointment

After an appointment has been booked you can make any changes that are needed. You won't be able to amend the date or time: for this see the quick card on cancelling appointments.

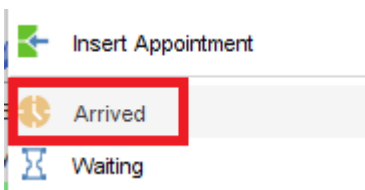
1. Right click on the booked appointment
2. Select **Amend Appointment**.



## Marking a Patient as Arrived

When a patient arrives for their appointment they may use the self-check in screen to update their status. However this can also be done at reception.

1. Right click on the patient appointment and select **Arrived**



## Searching for a Booked Appointment

1. Press **F9** or select the **Appointment Search** button
2. Type the patient name or use the Date of Birth search
3. Future booked appointments will be displayed, along with past appointments from the last 2 weeks. You can right click an appointment here and carry out the same actions as from the appointments ledger or overview.

