

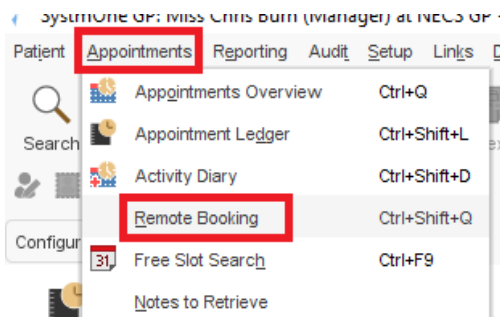
# NECS Clinical Systems Specialist Team

## SystemOne – Appointments Remote Booking

### Booking Remote Appointments

Remote appointments will not be displayed in the Appointments overview/ledger screens if the remote booking has been set up by another practice, unless they are available through an Organisation Group

1. Click **Appointments** and select **Remote Booking**



The list of **Available Rotas** will be displayed

2. Click the required rota

Refresh Request Slots Book Appointment Book Appointment From Waiting List Security

Show rotas for: All units Rota Type: All types

All Tomorrow Next 7 Next 30  Show rotas not yet bookable  Show bookable rotas  Show fully booked rotas

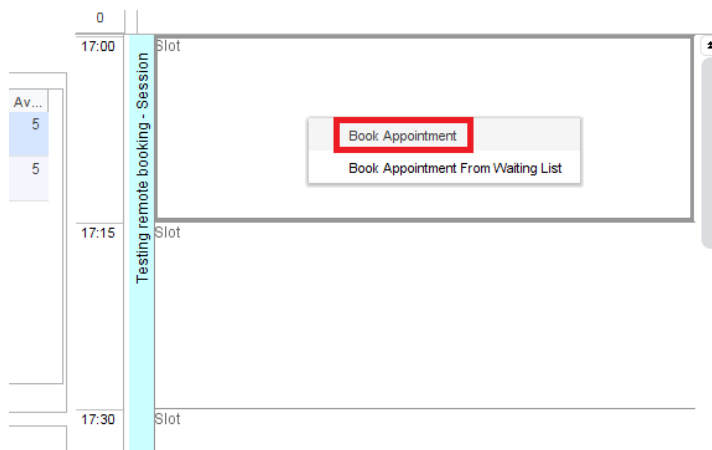
Available Rotas

Location	Clinician	Type	Name	Date	Time	Bookable Fr...	Bookable To	Av...
TEST Crutes Urgent Care Centre (Tees)	Miss Chris Burn	Session	Testing remote booking	20 May 2020	17:00 - 19:30	19 May 2020	20 May 2020	5
TEST Crutes Urgent Care Centre (Tees)	Miss Chris Burn	Session	Testing remote booking	21 May 2020	17:00 - 19:30	20 May 2020	21 May 2020	5

3. Click **Request Slots** to view available appointment times

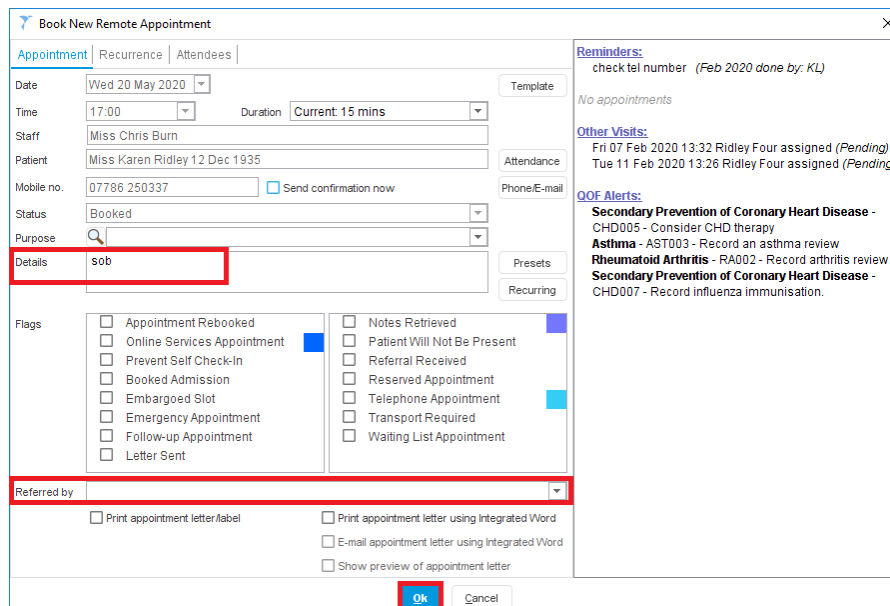
Refresh **Request Slots** Book Appointment Book Appointment From Waiting List Security

4. Right click the required appointment - select **Book Appointment**



5. **Search** for the patient – click **Ok**

6. Complete the **Book New Remote Appointment** dialogue and click **Ok**



7. **Print** or **Close** the Appointment Information as required

