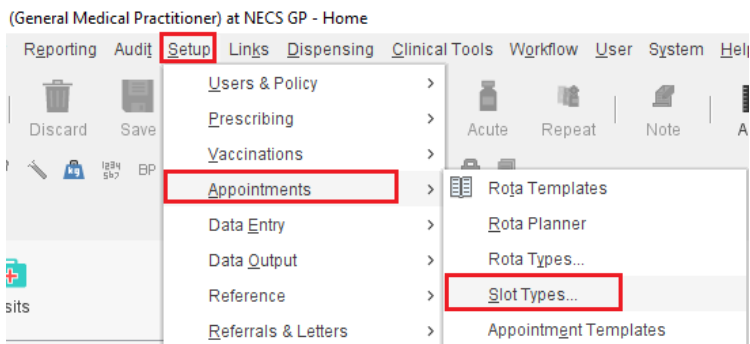


NECS Clinical Systems Specialist Team SystemOne – Creating Slot Types

Creating Slot Types

1. Click **Set-up – Appointments – Slot Types**



2. Click **New Slot Type**

3. **Name** the slot type

4. Select a **letter for the slot**

5. Select **how many patients can be booked per slot** (default is 1)

6. Click the **type of slot** this is (default is bookable)

7. Untick bookable through remote booking is applicable

8. Untick if this slot is not to be used for SMS reminders

9. Type a **brief description** for the slot

Amend Slot Type ×

Name

Letter Patients per slot

Type Bookable Bookable through remote booking
 Embargo Enable SMS reminders
 Blocked

Description

10. Select a **specific colour for the slot** (or leave as the same colour as the rota template), if the slot is to be embargoed you can set one colour for the embargo and a different colour for when the embargo is lifted

Colour Use rota colour Use specific colour

Colour once embargo expires

11. If applicable **set an appropriate flag**

Flags to set	Set	Flag
	<input type="checkbox"/>	Self Cancelled
	<input type="checkbox"/>	Shown on Board
	<input type="checkbox"/>	SMS DNA Message Sent
	<input type="checkbox"/>	SMS Reminder Sent
	<input type="checkbox"/>	Streamed from A&E
	<input type="checkbox"/>	Team Assessment
	<input type="checkbox"/>	Telephone Appointment
	<input type="checkbox"/>	Telephone Review
	<input type="checkbox"/>	Telephone Screening
	<input type="checkbox"/>	Test
	<input type="checkbox"/>	Transport Booked
	<input type="checkbox"/>	Transport Required
	<input checked="" type="checkbox"/>	Urgent
	<input type="checkbox"/>	Waiting List Appointment
	<input type="checkbox"/>	Walk-in Appointment
	<input type="checkbox"/>	Ward Attender
	<input type="checkbox"/>	X-Ray

12. Click to **select if SMS** and **SMS Cancellations** will be used for the slot type (default is use unit default as this will be configured via organisation preferences)

Default for sending SMS confirmations
 Send confirmation Do not send confirmation Use unit default

Default for sending SMS cancellation messages
 Send confirmation Do not send confirmation Use unit default

13. Click **OK** when done