



Using the Appointment List – For Clinicians

To select the Appointment list in Consultation Manager, choose the **List Appointments** icon  or click on the **Appointments** tab.

The screenshot shows the 'Consultation Manager - [Appointments]' window. The interface includes a menu bar (Consultation, Summary, Guidelines, Add, List, Tasks, View, Window, Help), a toolbar, and a main display area. The main display area shows a list of appointments with columns for Time, Name, Dob, Comments, Status, Arrived, and Wait... The appointments are color-coded by status: blue for 'In Consultation', green for 'Seen', and red for 'Booked'. The current time is 07:43, and there are 4 patients to see. The appointment list is filtered for 'Dr Earth' and the time range is 09:00 - 12:10.

Callout boxes provide the following information:

- Tick the box to see booked appointments only.
- The appointment list defaults to the clinician currently signed on but can be changed to any book owner.
- Surgery times and the number of patients to be seen or have been seen is displayed.
- Refresh the appointment list.
- Appointment times and slot type.
- When a patient has booked a longer appointment with a long expected duration, the next appointment time(s) are greyed out.
- The status of the appointment is shown eg Waiting, In Consultation (blue background) or Seen (green background). The arrival and waiting times are also displayed.
- Appointment comments are displayed.
- Each appointment slot is shown by time, patient name and additional information depending on what has been setup in appointments. This example shows patient name and date of birth.
- There are four tabs: Today AM (morning session), Today PM (afternoon session), Other (allows you to look at another book owner, date and time). Free Slot (this searches the next available free appointment). In addition to the four tabs you can setup your own quick searches and attach these to a tab. For more information refer to the Consultation Manager on-screen help.

Appointment List View in Consultation Manager

Choosing the Patient off the Appointment List

Selecting the Patient

Select the Next Patient by double clicking on a booked appointment line. Depending on your setup this will either bring up the Open Consultation form or open the patient record.

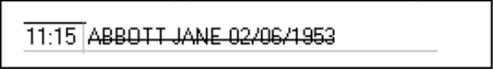
Call Patient using the Vision Call Display

For practices using the Vision Appointments Call Display (ACD) option, right click and choose the Call patient option. To the prompt "Do you want their name to be displayed?" If you answer Yes the patient's name is displayed on the call display in the waiting area, if you answer No, the patient's record is selected but no visual call is made.

Appointment Status

Waiting

Waiting will be displayed if the patient has presented at reception and the receptionist has double clicked on the appointment in either the Book or Reception screen in Appointments. The patient name is also



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crossed through. The Arrived column shows the time the patient arrived. The Wait column shows the number of minutes since the Arrived time or Due time. (This can be configured in Consultation- Options - Setup and is a user specific preference.)

In Consultation

When the clinician selects the patient off the appointment list and starts the consultation, the status changes to In Consultation and the



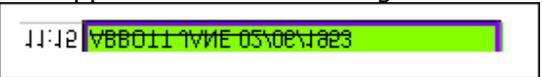
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appointment turns blue

This also shows on the receptionist's screen in Appointments.

Seen

When the GP selects Close Consultation, or returns to the Appointments List and selects the next patient, an End Time for the consultation is recorded and the patient's Status changes to Seen. The appointment also turns green



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