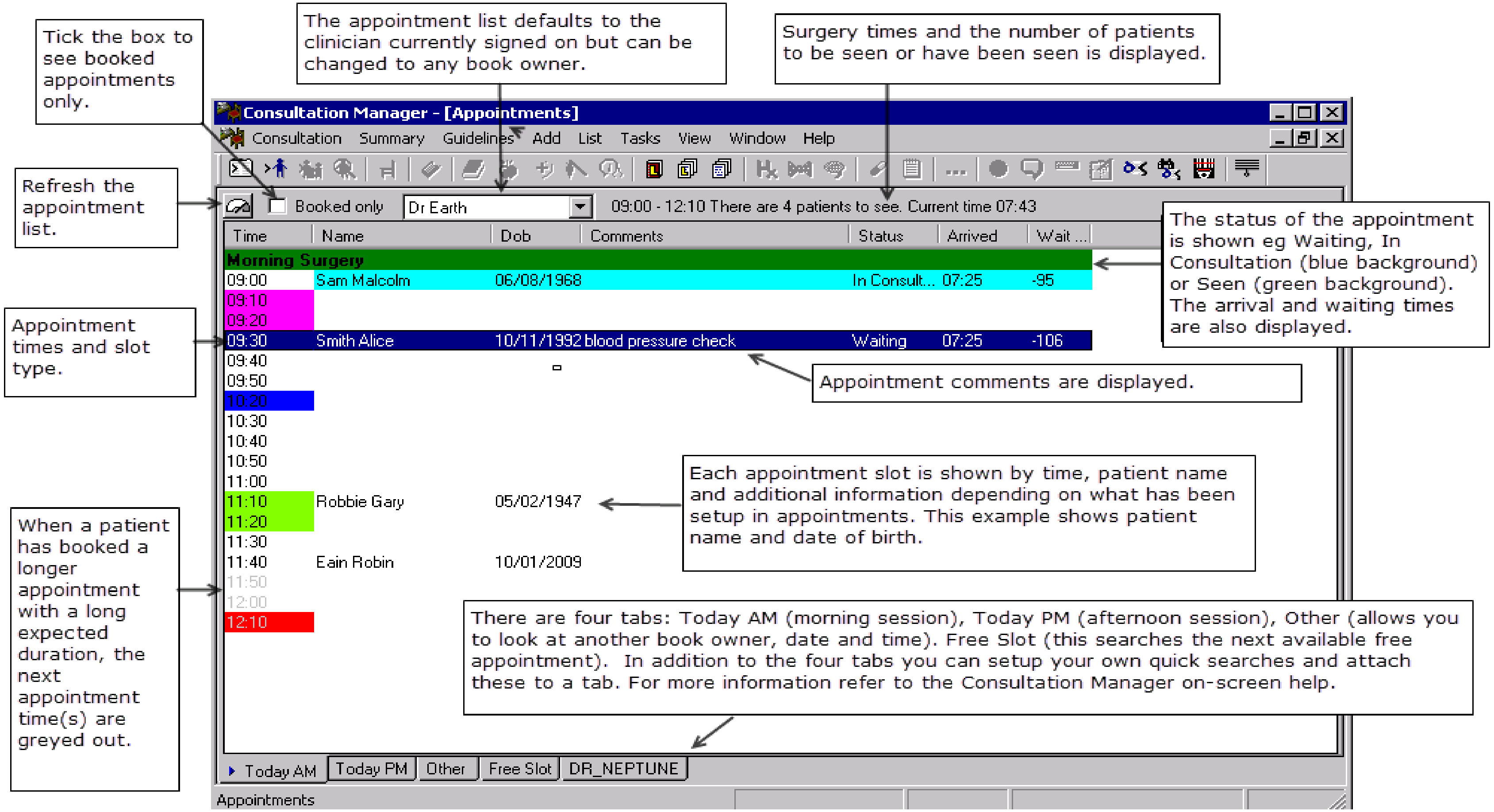
Using the Appointment List – For Clinicians

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



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.

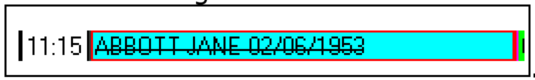
Appointment Status

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 crossed through 

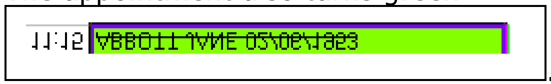
. The Arrived column shows the time the patient arrived. The Wait column shows the number of minutes since the Arrived time or Due time. (This can be configured in Consultation- Options - Setup and is a user specific preference.)

In Consultation

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

The Bread Factory, 1A Broughton Street, Battersea, London, SW8 3QJ
T: +44 (0) 207 501 7000 **F:**+44 (0) 207 5017100 W**:** www.inps.co.uk