

Virtual Consultation Platform

How to create a new appointment

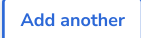
1 Open 'Appointment manager'

Then click 

2 Add the appointment details

Including the time, date, and patient information.

3 For multiple appointments...

Hit . Recurring appointments can have different times and dates.

4 Add a description

This is to remind the clinician what the patient is having the appointment for.
E.g. "Mr Jones is having problems with his left knee"

5 Save the appointment

You'll then be asked if you want to message the patient. You can also do this later by clicking these icons next to the patient's name...



The screenshot shows a 'New Appointment' form with the following fields and options:

- Clinic ***: A dropdown menu with 'Select Clinic...' and a downward arrow.
- Patient**: A text input field labeled 'Patient Name (Optional)'.
- Clinician**: A text input field labeled 'Clinician Name (Optional)'.
- Appointment**: A date field showing '28/09/2020', a time field showing '13', and a dropdown for minutes showing '00'. There is an 'Add another' button to the right.
- Drop-In**: A checkbox labeled 'Drop-In'.
- Description**: A text input field labeled 'Description (Optional)'.
- Buttons**: 'Save' (green) and 'Cancel' (white with teal border) buttons at the bottom left.
- Show advanced fields**: A checkbox at the bottom right.

A confirmation message box with a green checkmark icon at the top. The text reads: "The appointment has been created." Below this, it asks "Would you like to notify any patients?" and provides three buttons: "Send SMS", "Send Email", and "Copy". At the bottom, there is a teal button that says "No, I do not want to notify any patients".