User Guides

V2.3

Visionable®

Contents

Visionable Consultation Platform
How to create a new appointment

1 **Open 'Appointment manager'**
Then click [New appointment]

2 **Add the appointment details**
Including the time, date, and patient information.

3 **Select group size**
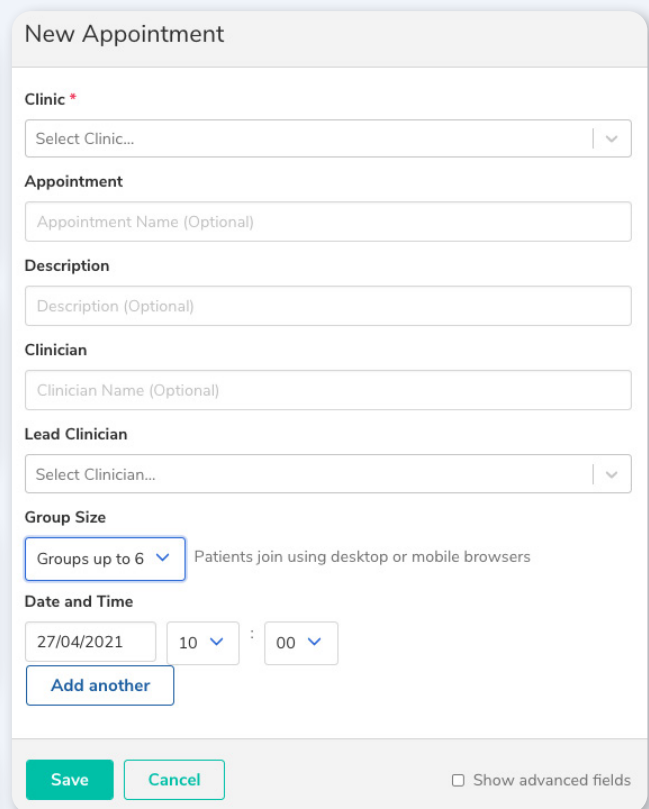Choose from the dropdown 'up to 6' or 'drop-in'

4 **For multiple appointments...**
Hit [Add another] . Recurring appointments can have different times and dates.

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...

SMS 💬   ✉   ➤   Copy Link 📋

New Appointment

Clinic *

Select Clinic...

Appointment

Appointment Name (Optional)

Description

Description (Optional)

Clinician

Clinician Name (Optional)

Lead Clinician

Select Clinician...

Group Size

Groups up to 6   Patients join using desktop or mobile browsers

Date and Time

27/04/2021   10 ⌄ : 00 ⌄

Add another

Save   Cancel   ☐ Show advanced fields

✓

The appointment has been created.

Would you like to notify any patients?

Send SMS   Send Email   Copy

No, I do not want to notify any patients

Virtual Consulatation Platform
Appointment Manager

Appointment Manager schedules the use of the virtual clinics created in the Clinic Manager.

Clinic Manager contains additional options for clinics such as waiting messages.

Select and Search
Use Select Clinics and Search to filter what is displayed.

Clear filters
After input in field click Clear Filter to clear

Save Filters
Save your commonly used filters for faster access

Appointment Manager

Clinics ▼	Search 🔍	**Save**	**+ New Appointment**		Today & upcoming ▼

| | | | | Oncology ✕ | **Clear Filter** |

INVITES		Clinic	Appointment	Description	Clinician	Date and Time ▼		
SMS 💬 ✉ ✈	Copy Link 📋	Nurse Practitioners - Dro...	845 823 3481	Nurse Practitioners Drop...	Nurse Faulkner	Drop-in	✏	🗑
SMS 💬 ✉ ✈	Copy Link 📋	Nurse Practitioners - Dro...	938 750 6481	Nurse Practitioners Drop...	Nurse Faulkner	Drop-in	✏	🗑
SMS 💬 ✉ ✈	Copy Link 📋	Nurse Practitioners - Dro...	126 445 2472	Nurse Practitioners Drop...	Nurse Faulkner	Drop-in	✏	🗑
SMS 💬 ✉ ✈	Copy Link 📋	Nurse Practitioners - Dro...	275 789 6333	Nurse Practitioners Drop...	Nurse Faulkner	Drop-in	✏	🗑

New Appointment

Clinic *
Select Clinic... ▼

Appointment
Appointment Name (Optional)

Description
Description (Optional)

Clinician
Clinician Name (Optional)

Date and Time ☐ Drop-In
16/11/2020   13 ▼ : 00 ▼

Add another

Save   Cancel   ☐ Show advanced fields

✓

The appointment has been created.
Would you like to notify any patients?

Send SMS   Send Email   Copy

No, I do not want to notify any patients

When you have sent a notifcation to a patient via SMS or Email, the button on the appointment list changes color. You can still click the button to send another reminder.

Virtual Consultation Platform
How join an appointment

1 **Head to Live clinic**
You should be able to see who's your next patient

LIVE SESSION (1)	Attendees	Description	Clinician	Date and Time ▼	Waiting	
Cardiology Clinic	123 414 5668	No Description	Dr Becca	Today at 10:40	1 minute	App Web

2 **Choose how you want to join**
You can join the appointment in the Visionable app or with the browser.

App **Web**

Joining in app

This will open the call in the Visionable main app.

This means that you can:
- Chat
- Upload files
- Share your screen with the patient
- Fix the patient's audio and video remotely

Joining in browser

This will open Visionable in your web browser. You might need to accept permissions when you do this.

With the browser you can:
- Chat
- Upload files
- Share your screen with the patient

Currently remote troubleshooting is not available in the web browser.

Visionable Consultation Platform
Live clinic explained

1 **Open 'Live clinic'**
This is a list of all the day's appointments.

2 **Add the appointment details**
Including the time, date, and patient information.

| Clinics | ∨ | Cardiology | 🔍 | Save | | All Appointment Types ∨ | All Appointments ∨ |

| | | | | Diabetes ✕ | GP Clinic ✕ | Cardiology ✕ | Clear Filter |

LIVE SESSION (0)	Attendees	Description	Clinician	Date and Time ▾	Waiting	∧
Sorry no patients right now						

LIVE QUEUE (0)	Appointment	Description	Clinician	Date and Time ▾	Waiting	∧
Sorry no patients right now						

| UPCOMING (16)	Appointment	Description	Clinician	Date and Time ▾		∧
Cardiology Clinic	553 045 0424	Cardiology referral ...	Dr Arnold	Tomorrow at 09:30		
Cardiology Clinic	199 157 9712	Cardiology referral ...	Dr Avery	Tomorrow at 09:30		
Cardiology Clinic	815 019 3617	Cardiology referral ...	Dr Arnold	Tomorrow at 10:00		
Cardiology Clinic	276 754 4108	Cardiology referral ...	Dr Avery	Tomorrow at 10:00		
Cardiology Clinic	329 527 5708	Cardiology referral ...	Dr Arnold	Tomorrow at 10:30		

What does everything mean?
Let's start at the bottom.

1 **Upcoming appointments**
This shows all the appointments that you've got for the day. When a patient is waiting on the call, they'll join the Live Queue.

2 **Live queue**
This is a list of patients who are waiting to speak to a clinician. You can see how long they've been waiting in the far column.

3 **Next patient**
When you're ready for your next call, Visionable Clinic will automatically load the next patient for you.

Log in

Enter email
test@visionable.com

Enter password
··········
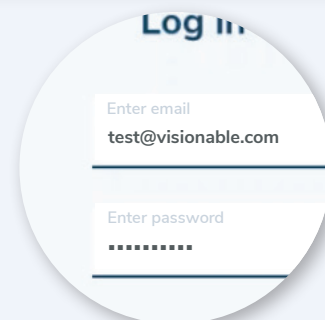
Need some help?
Email: support@visionable.com
www.visionable.com

Visionable®