

Scheduling



eMR Quick Reference Guide

ESM Appointment – Check in Patient for Telehealth

There are three different ways to record a patient has arrived for an appointment.

- 1. Right mouse on your appointment, select Actions and then Check In.
- 2. Or click on the check in icon on your toolbar
- 3. Or click on the Check In icon via the patient inquiry screen.

Right mouse click on the appointment you wish to check in.

- a. Select Actions
- b. Select Check In as shown below



4. Or select the appointment and click the **Check In** icon on your toolbar, highlighted below.



- 5. If you do not have the appointment book open to show the appointment, you can search for the appointment via the **Appointment Inquiry** screen.
 - a. Right click on the appointment
 - b. Select Check In

🌋 Schedule Inquiry - PAS Standard Patie	ent Inquiry		
Task Edit View Help			
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Name:			
Person Resource	Person Name Gender Appt Type	Appt Location Scheduled Dt/Tm	n Appt Status Resource Duration Orders Phone (H) Phone
Inquiry: PAS Standard Patient Inquiry v Person:	Male FOW OT New	United Accessor Conterm	30 Rescheduled



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- 6. After Check In is selected a check in window will appear. Modify the date/time if required ensure this reflects the correct date and time of the appointment. Click **OK**.
- 7. The NAP Registration Screen will appear. Fill in the mandatory fields including the appropriate **Financial Class and Attending Doctor** for your clinic.
- 8. Ensure that you select the appropriate Telehealth option under Modality of Care.

7	General Practitioner: Dunlop, Graeme	GP Shared Care Consent Yes - patient has given 🗸	Exclude from NeHR:	Facility: St George V	Building: Outpatients SGH 🗸 🗸	Clinic: COVID19 PHONE ASS V		8	
	Financial and NAP Data items Financial Class: No Charge LHD Budget of	DVA Number:	DVA Card Colour:	LTCS Alert:	Referring Doctor:	Attending Doctor:	Specialty:	Modality of Care: Setting Type:	
	Health Fund Details Health Fund Name: Government Employees F	Health Plan Name: Government Employees I	Health Plan Type: Private	Membership Number:		Veducas, cris (arc. m.) Medicine		Eace individual Face to Face - Group Face to Face - Group Face to Face - Individual No Client Contact - Case Conference No Client Contact - Case Planning & Revi Ditex tochoseu, Undividual	
	Passport Number:	Visa Type:	Visa Number:	Visa Valid Date:	Receipt Number:	Receipt Date:	Amount Paid: \$0.00	Orient (Eleminous) - Individual Teleheath / Video-Group-Consultant End Teleheath / Video-Group-Catent End Teleheath / Video-Individual-Consult End Teleheath / Video-Individual-Patient End Teleheath / Video-Individual-Patient End Teleheath / Video-Individual-Patient End	

- 9. Click Ok.
- 10. The appointment is now Checked In. The appointment colour will change to green.
- 11. You must also Check Out the appointment by right mouse clicking on the appointment.
 - a. Select Actions
 - b. Select Check In as shown below

	Actions				
	Actions	Modify			
	Add New Appointment	Reschedule			
	Book Request	Hold			
	Confirm Request	Cancel			
	Remove Request	No Show			
	Recur Appointment	Undo Check In			
	Navigation +	Check Out			
Inau	Inquiry +	Patient Seen		11	
Report		Sched Next OP Appt.			
	Applications	Batch Reschedule			
	Applications	Request			
	Person •				
	Slots •	Verity			
	Resources •	Med Nec Check			
	Book Settings	Lock			
		Unlock			
		Shuffle			
		Swap Resources			
		Reorder			
		Conver Consider			
		oroup session			
		Link	•		
		Unlink			

