Scheduling

*e***MR Quick Reference Guide**

Health
South Eastern Sydney
Local Health District

Health
Illawarra Shoalhaven
Local Health District
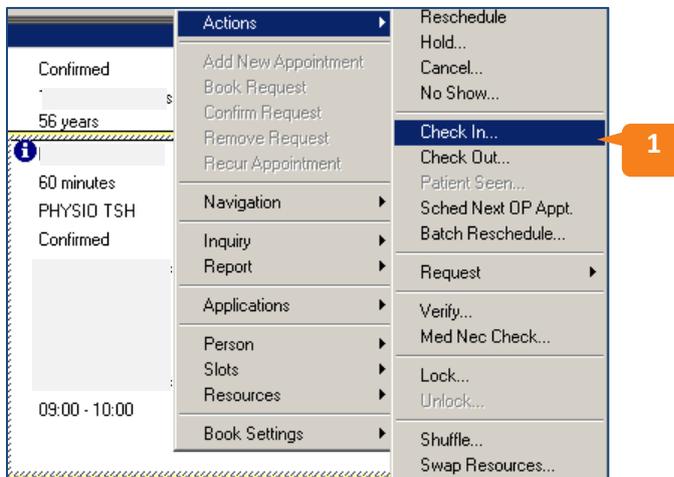
ESM Appointment – Check in Patient for Telehealth

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.

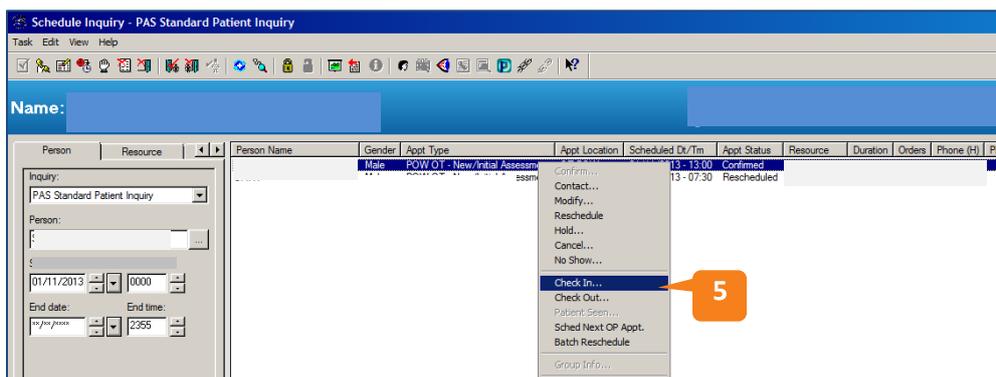a. Select **Actions**

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**

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.**

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