



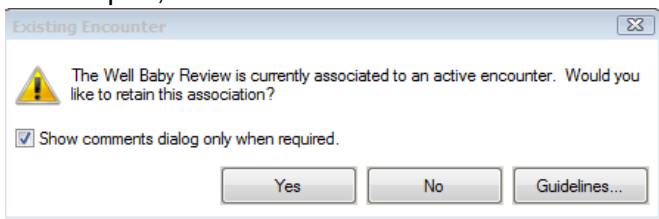
Booking Like for Like Appointment's

Quick Reference Guide

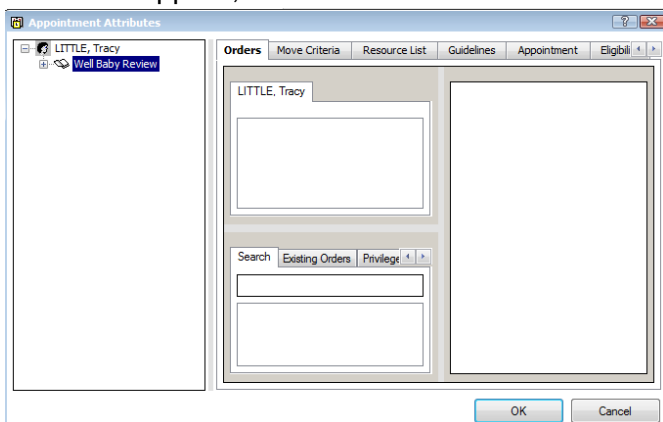
Booking a Like for Like Appointment

This is for when an appointment is to be booked which replicates the patient's previous appointment. This includes the appointment type and location.

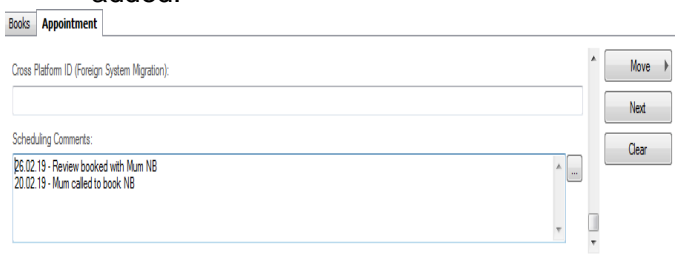
1. Left click and drag the Checked Out appointment to the **Work in Progress (WIP)**.
2. The **Existing Encounter** dialogue box will open, select **Yes** to continue



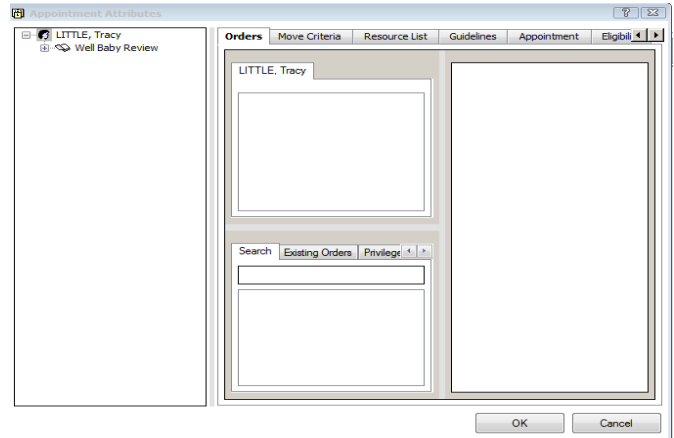
3. The **Appointment Attributes** dialogue box will appear, click **Ok** to continue



4. The appointment details will appear greyed out, click **Next** to edit and scroll down to amend the **Scheduling Comments** (DD-MM-YY – reason – initials) e.g 12.03.19 – review booked with mum NB. Click **Move** once **Scheduling Comments** have been added.



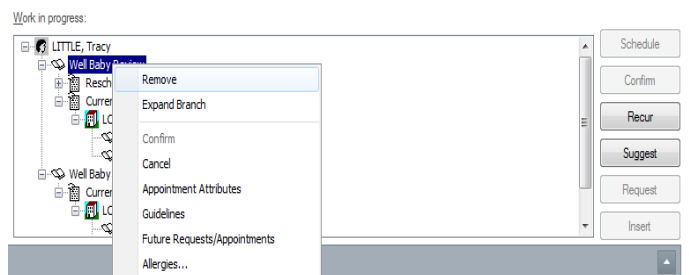
5. The **Appointment Attributes** dialogue box will appear, click **Ok** to continue



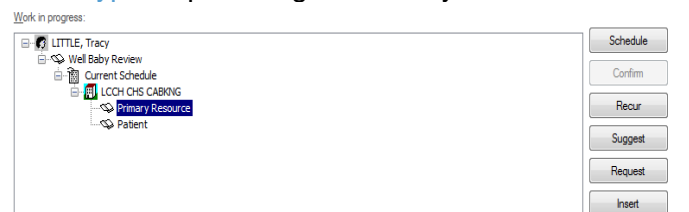
6. There will now be two appointment's sitting in the **WIP**



7. Right click on the top appointment type, this is the appointment that has been sitting in the **WIP** the longest and select **Remove**



8. Select the **Primary Resource** on the appointment left in the **WIP** to take you to the **Slots** that are able for the **Appointment Type** required e.g. Well Baby Review





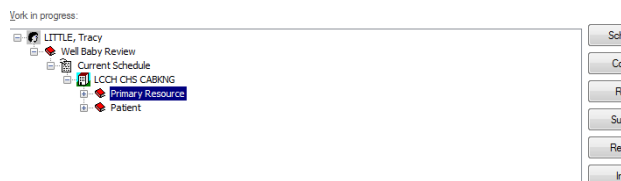
Our Digital Future

IMAGINE WHAT'S POSSIBLE...

ieMR Enterprise Scheduling Management (ESM)

9. Select the new appointment time and click **Schedule** which is on the right side of the **WIP**. A **Schedule** dialogue box will appear, confirm that the **Resource**, **Default Slot**, **Time** and **Duration** are correct. Select **Ok** once these are identified as correct

10. Select **Confirm** next to the **WIP** to finish the appointment booking



11. Once you are sure the appointment details are correct select **Ok** to close the dialogue box

