Children's Health Queensland Hospital and Health Service

Our Digital Future
IMAGINE WHAT'S POSSIBLE...

ieMR Enterprise Scheduling
Management (ESM)

ieMR

Schedule a series of recurring appointments

1. Click the scheduling appointment book icon in the AppBar to load ESM. Click the appointment inquiry button.

2. Conduct a person search to locate the patient who requires recurring appointments.

3. Right click on the corresponding appointment from the search results and click schedule. Perform a next/move process, ensuring the copy of the appointment in the WIP is now a review.

4. Before you schedule the first review appointment, click the primary resource, recur.
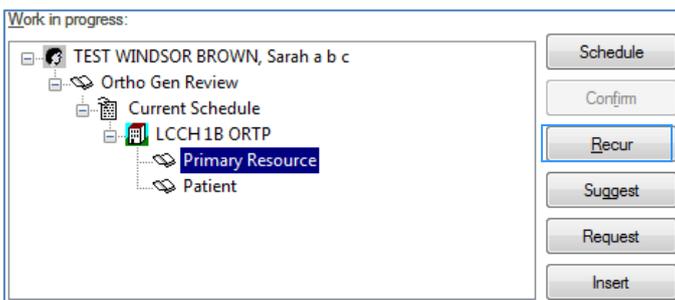
5. The recurring frequencies box appears. Select the recurrence pattern for the future appointments (e.g. the second Tuesday of each month, for the next two months). Click ok.
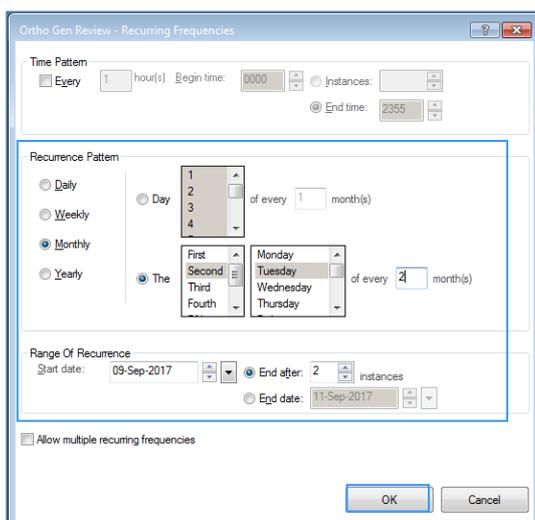
6. Two appointments now appear in the WIP. To schedule the first, click the primary resource, and click schedule. **Do not click confirm** for the appointment at this stage (all appointments must be allocated first).

7. Once you have finalised the first appointment, click the + next to the second appointment. Click the primary resource, and click schedule. Repeat for all the appointments in the WIP.

Note: If you need to redo step 7 you will be presented with the pop-up box below. Always select "**Yes**" so that both resource and patient appointments are updated.
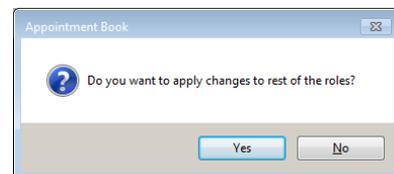
8. When all appointments have been allocated, click confirm. Untick the boxes for each appointment. If you wish to print a letter for each appointment, click the notification tab. You will need to select a letter for each appointment. Click ok once finalised.
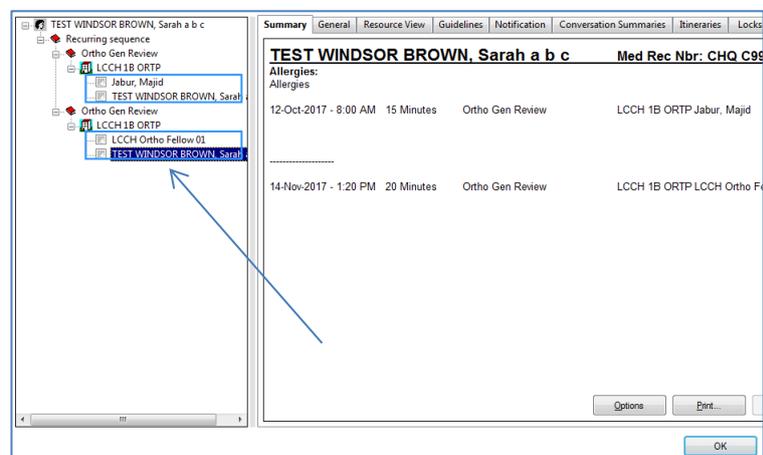
Cancel recurring appointments

A warning box will appear if you cancel an appointment that has been booked in a recurring sequence. If you wish to remove the entire series, click open all occurrences.

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Cancel Recurring Appointment Type

This is a recurring appointment. Do you want to open this occurrence, multiple occurrences, or all occurrences?

◉ Open one or more occurrences
○ Open all occurrences

☑ Ortho Gen Review (Thursday, 12-Oct-2017, SCHEDULED)
☑ Ortho Gen Review (Tuesday, 14-Nov-2017, SCHEDULED)

OK   Cancel

Queensland Government