



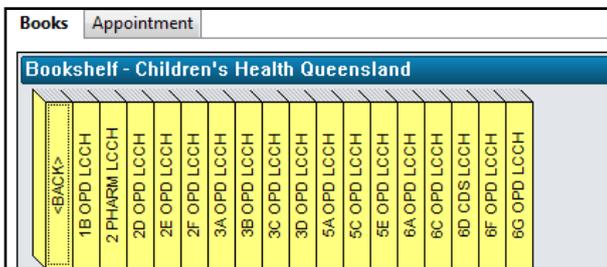
## Add or remove clinics or slots

**Note:** Approval must be sought before adding slots from a resource's template.

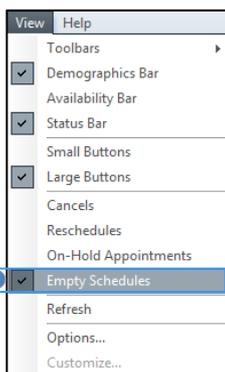
### Add an adhoc clinic

Ad hoc clinics can be managed directly by the end user and local clinic staff. If a longer term template change is required, this will be undertaken by the LCCH OPD Management Team. The associated paperwork is required to be submitted for these requests.

1. Locate the **resource** in the relevant **book**.



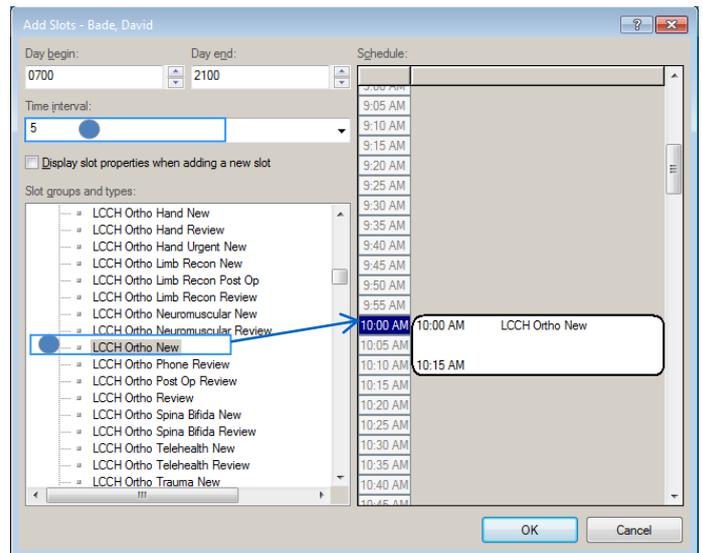
2. If the resource is not templated to work on the corresponding day, they will not automatically appear. Select **view, empty schedules**.  
**Note:** It is recommended that after you perform the template creation, you go back and untick **empty schedules**.



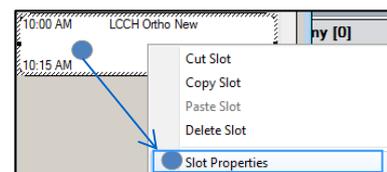
3. Right click in the **appointment grid** under the **resource** heading. Select **slots, add slots**.



4. Ensure the time interval is selected as five minutes. Expand the **all Slot types** heading, then type LCCH and the first few letters of the appointment type you are searching for (e.g. LCCH Ortho). This will perform a speed search.
5. Drag the **appointment** to the correct time in the schedule.

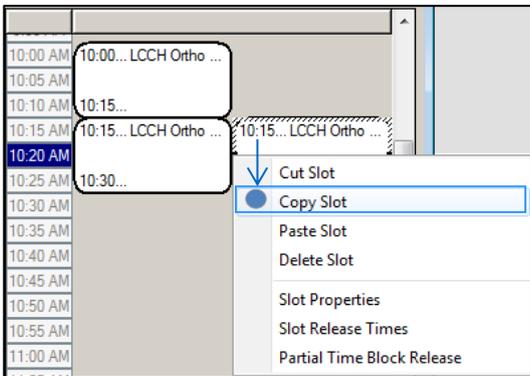


**Note:** To change the defaulted duration of the slots, right click the slot and select **slot properties**.

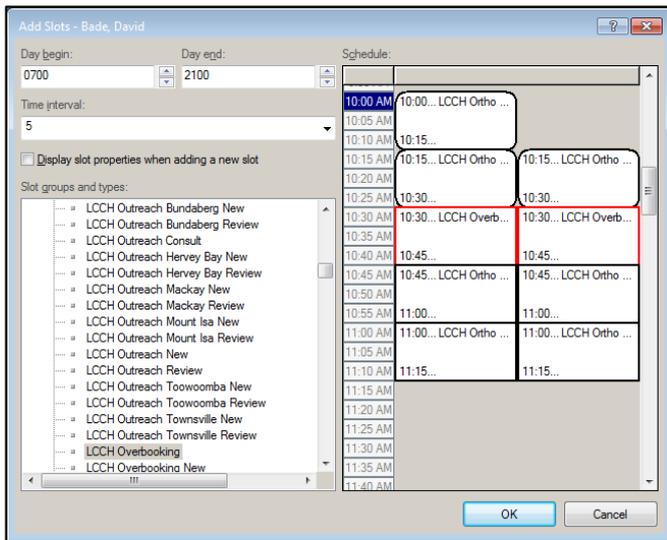




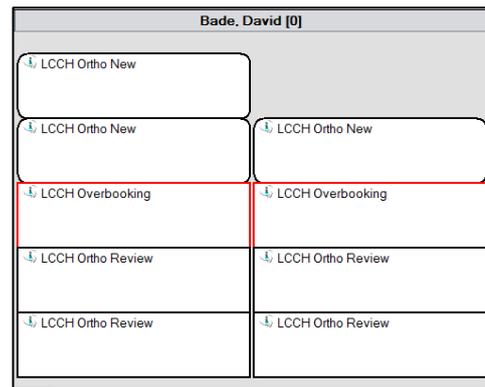
- Continue to build your template by dragging slots to the appropriate time. You can select **new** and **review** appointments as appropriate. You can copy a slot by right clicking, **copy**. Right click on the new time, **paste**.



- Once you are happy with the ad-hoc template click **OK** to save. If you click **cancel**, the template will not be saved.



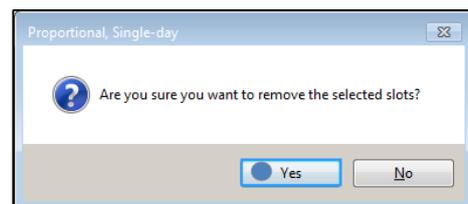
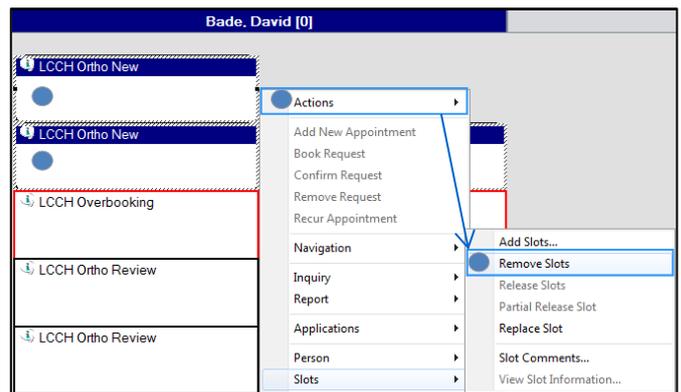
- The template will now be reflected in the clinician's schedule. Remember to click **view**, and turn off **empty schedules**.



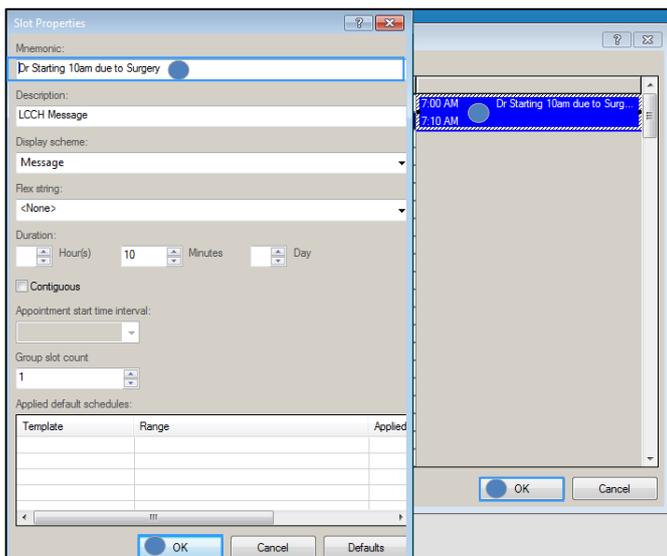
### Remove slots from a clinic

**Note:** Approval must be sought before removing slots from a resource's template. To assist in identifying who has removed slots, team leads are able to run specific reports from the Discern Explorer menu.

- Locate the template that you wish to modify in the relevant **book**.
- Click on the slots you wish to remove. You can select multiple slots by holding **Ctrl** and clicking on multiple appointments.
- Select **actions**, **remove slots**. A warning box will appear. Click **yes**.



4. To indicate you have removed slots or the clinic is changing, it is recommended that an **LCCH message slot** is added to the start of the template for the day. **Message slots** should be placed at 7:00am for 15 minutes. This slot can be added the same way as a normal slot (The appointment name to search for is **LCCH message**). Over-key the **mnemonic** with the wording you wish to display, e.g. Dr Starting 10am due to surgery.



Slot Properties

Mnemonic: Dr Starting 10am due to Surgery

Description: LCCH Message

Display scheme: Message

Flex string: <None>

Duration: 10 Hours(s) Minutes Day

Contiguous

Appointment start time interval: 7:00 AM

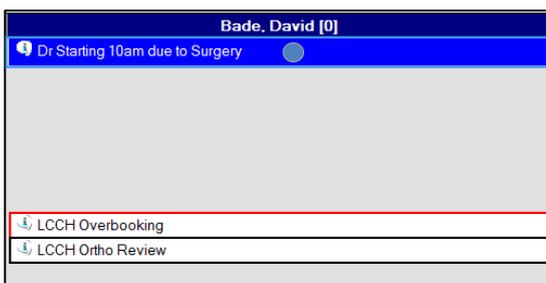
Group slot count: 1

Applied default schedules:

Template	Range	Applied

OK Cancel Defaults

5. The required slots are now removed and there is a message indicating why the template has been reduced.



Bade, David [0]

Dr Starting 10am due to Surgery

LCCH Overbooking

LCCH Ortho Review