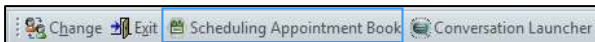




Navigating ESM

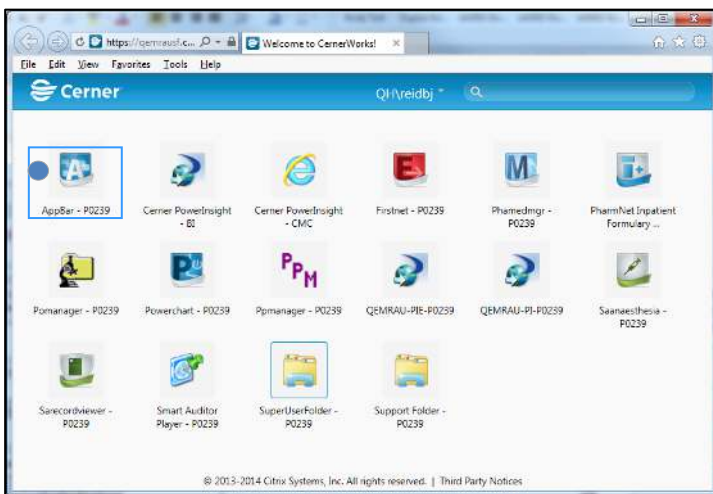
Logging in to ESM through PowerChart

1. Log into **PowerChart** using your current **Novell** username and password. If you do not have a current **Novell** username and password you can log a job with the Info Service Centre via the desktop or phone 1800 198 175.
2. Click on the **scheduling appointment book** button in the toolbar. This button may appear through a sub menu.



Logging in to ESM through AppBar (AOs only)

1. Launch the ieMR by clicking the ieMR logo on your desktop. Log into **AppBar** using your current **Novell** username and password. If you do not have a current **Novell** username and password you can log a job with the Info Service Centre via the desktop or phone on 1800 198 175.



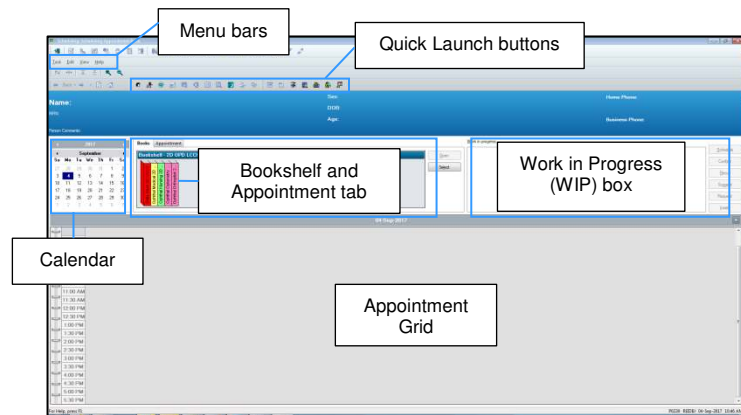
2. Click on the **scheduling appointment book** icon in the **AppBar**.



ESM landing page overview

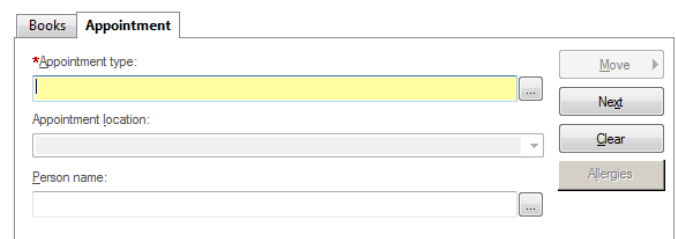
The following graphic displays a quick overview of the ESM landing page.

Page section	Description
Appointment grid	This is where the appointments and templates will appear when you choose a corresponding book and date from the calendar .
Bookshelf and appointment tab	The bookshelf is where you navigate to your clinic's book and associated clinics. The appointment tab is where all referral information is entered and appointments are scheduled.
Calendar	You can use the calendar to change the date that appears in the appointment grid .
Menu bars	Area where you can access advanced options, including view empty schedules and Cancels .
Quick launch buttons	Many ESM functions can be launched directly by clicking on the quick launch button (this reduces the number of clicks).
Work in progress (WIP) box	The WIP box is where all appointments are scheduled.



Appointment tab

The **appointment tab** is where all referral information is recorded for the appointment to be scheduled. Information is recorded in the associated **accept formats**. Each appointment type has associated accept formats that require completion.

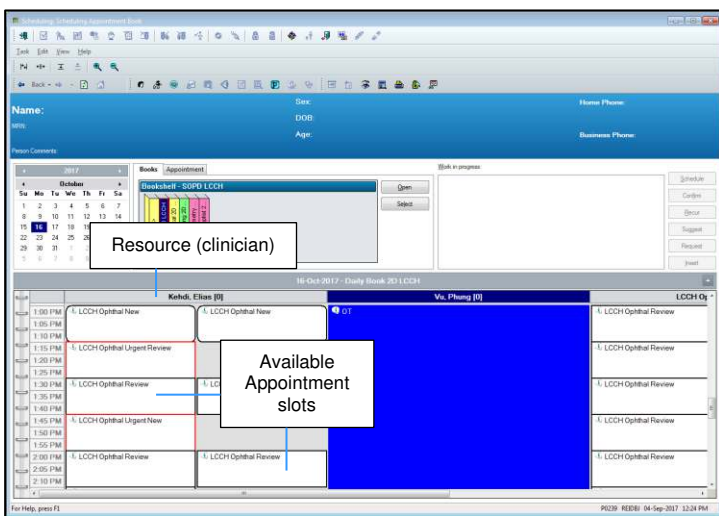




Navigating the appointment grid

The **appointment grid** displays the relevant clinic templates that are available in ESM. Templates comprise of **resources** (clinicians) and **appointment slots**. Appointments are scheduled into appointment slots (placeholders).

Page section	Description
Resource (clinician)	This is the key clinician who is scheduled to see patients for the clinic day.
Available appointment slots	Slots are placeholders for appointments to be scheduled into. Once an appointment is scheduled into a slot, this is no longer available and will appear in a colour.



Appointment icons

Some icons may appear depending on your **appointment grid** settings and the associated appointment status.

Icon	Description
	There is a comment recorded for the selection (scheduling, person, resource, slot). Click on the item to load the comment.
	Information regarding the appointment slot.
	The appointment is scheduled, but not yet confirmed.
	Allergy is recorded for the patient. Click the icon to load the patient's allergies page .
	Appointment is linked to another appointment for the same patient.
	Warnings appear if the appointment has an override action applied by the user.

Appointment grid statuses

Each appointment shape and colour indicates something different to the end user. The below table translates this information.

Appointment Grid visual	Description
	Empty new appointment slot Available slot to book new patients in for new appointments.
	Empty review appointment slot Available slot to book existing patients in for review appointments.
	Scheduled appointment (not finalised) Appointment still flexible for scheduling (still in WIP).
	Unconfirmed appointment Patient has not accepted the offered appointment.
	Confirmed appointment Patient has accepted the offered appointment.
	Checked in appointment Patient has arrived for the appointment.
	Checked out appointment Patient has completed the appointment.
	No show appointment Patient has not attended the appointment or made any contact to advise they won't attend.
	Cancelled appointment Patient or service has cancelled the appointment without rescheduling another appointment.
	Rescheduled appointment Patient or service has rescheduled the appointment.

