Remote Booking – Booking Integrated Wound Management Clinic appointments from SystmOne

The Integrated Wound Management Clinic appointment rotas have been configured to allow other SystmOne units to book appointments. This means that patients can be given an appointment and registered in the Integrated Wound Management Clinic without the need for a referral.

Appointment rotas have been configured to open bookable appointments 10 days in advance of the clinic start date, and appointments are offered in 20 minute slots.

To open the remote booking screen:

1. Click on the 'Appointments' menu and select 'Remote Booking', or press Ctrl+Shift+Q



This will open the Remote Booking screen:

🝸 #2: SystmOne Comm	unity Nursing: Mrs Rebecca Lyth (Syste	ms Support Ac	cess Role) at	Leeds Community Neig	hbourhood South 2	- Kippax -	Remote Booking				\times
Patient Appointments Repo	orting Audit Setup Clinical Tools Workf	low User Sys	tem Help								
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Available Rotas										You will see details of all shared	^
Location	Clinician Deine luen	Type	ound Care	Name V	Date Tim		Bookable Fr Bookable To			You will see details of all shared	
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The Fountain Medical Ce	ntre Miss Lisa Coy	Nurse W Clinic	/ound Care	Nurse Wound Care Clinic - Fountain Medical	25 Jan 2022 09:1	00 - 16:00	15 Jan 2022 25 Jan 2022	2 15		screen	
Gibson Lane Practice	Marie Fulton	Nurse W Clinic	/ound Care	Nurse Wound Care Clinic - Gibson Lane	19 Jan 2022 13:	00 - 16:00	09 Jan 2022 19 Jan 2022	2 7			
Park Edge Practice	Caroline Francis	Nurse W Clinic	ound Care	Nurse Wound Care Clinic - Park Edge Practice	20 Jan 2022 09:	00 - 17:00	10 Jan 2022 20 Jan 202	2 18		Location is displayed in the first	
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Rutland Lodge Medical C	centre Ms Deborah Dunbar	Nurse W Clinic	/ound Care	Nurse Wound Care Clinic - Rutland Lodge	19 Jan 2022 08:	00 - 16:00	09 Jan 2022 19 Jan 2022	2 18		rota type.	
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13 Shared rotas		Clinic		Clinic Thornton							
Selected Rota Informatio	n										
Location	Bellbrooke Surgery	House name	e Bellbrooke	Surgery							
Clinician	Paige Ivory	Road		Bellbrooke Avenue						Clicking on a rota displays the	
Rota type	Nurse Wound Care Clinic	Locality				_					
Rota name	Nurse Wound Care Clinic - Bellbro	Town	Leeds							details in the box below.	
Time	24 Jan 2022 💌 08:00	County	West Yorks	hire							
Appointments telephone		Postcode	LS9 6AU		Find Map						
Main telephone		0 00	NHS Leeds	s CCG (15F)							~
Search features									0 0 0	🗮 4 0 🔛 0 0 0 0 🕑 203 0 1 🖄 0 0 0 ಶ 📎 🏠 🚆 🚆	14:48
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2. Double click on a rota to view all the available slots, the slots will appear on the right hand side of the screen:

🏋 #2: SystmOne Community N	ursing: Mrs Rebecca Lyth (Systems	Support Access Role) at	Leeds Community Neig	hbourhood South 2 - Kippax - I	Remote Booking				_	\times
Patient Appointments Reporting A	Audit Setup Clinical Tools Workflow	User System Help								
Search Task Tasks Ca	▲ ■ Image: Constraint of the second		Discard Details	Save Bectro	Lee	-	🛞 N Be Di	Image: Weight of the second		
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Location	Clinician	Туре	Name V	Date Time	Bookable Fr Bookable To	Av	09:30	wound Care		
Bellbrooke Surgery	Paige lvory	Nurse Wound Care Clinic	Nurse Wound Care Clinic - Bellbrooke Surgery	24 Jan 2022 08:00 - 16:30	14 Jan 2022 24 Jan 2022	13 ^		found Ca		
The Fountain Medical Centre	Miss Lisa Coy	Nurse Wound Care Clinic	Nurse Wound Care Clinic - Fountain Medical	25 Jan 2022 09:00 - 16:00	15 Jan 2022 25 Jan 2022	15		- Nuces Wound		
Gibson Lane Practice	Marie Fulton	Nurse Wound Care Clinic	Nurse Wound Care Clinic - Gibson Lane	19 Jan 2022 13:00 - 16:00	09 Jan 2022 19 Jan 2022	7		In Medical		
Park Edge Practice	Caroline Francis	Nurse Wound Care Clinic	Nurse Wound Care Clinic - Park Edge Practice	20 Jan 2022 09:00 - 17:00	10 Jan 2022 20 Jan 2022	18	09:50	Wound Care		
Park Edge Practice	Caroline Francis	Nurse Wound Care Clinic	Nurse Wound Care Clinic - Park Edge Practice	25 Jan 2022 09:00 - 17:00	15 Jan 2022 25 Jan 2022	18	20.00	Clinic - F		
Rutland Lodge Medical Centre	Ms Deborah Dunbar	Nurse Wound Care Clinic	Nurse Wound Care Clinic - Rutland Lodge	19 Jan 2022 08:00 - 16:00	09 Jan 2022 19 Jan 2022	18		und Care		

Right click on the slot you want to book and select 'Book appointment'. If you have the patient retrieved then the appointments dialog will show, otherwise this will show the 'Patient search' box. Search for the patient and select them.

3. Book the appointment, include details of what the patient is attending for in the description box and change the duration if required:

🍸 Book New	v Remote Appointment		×
Appointment	Recurrence Attendees		Reminders:
Date	Tue 25 Jan 2022 💌	Template	This patient now has an Electronic Patient Record (EPR) within the Seacroft Neighbourhood Team. (Nov 2017 done by: Leeds
Time	09:30 Duration Current: 20 mins		Community Neighbourhood North 2 - Seacroft) Cancel Mark in Error
Staff	Miss Lisa Coy		Add Reminder
Patient	Mrs Minnie Mouse-TestPatient 01 Jan 1980	Attendance	No appointments
Mobile no.	07791 243749 Send confirmation now	Phone/E-mail	
Status	Booked		No visits
Purpose	۹ 🔽		No QOF Alerts
Details	RT Leg Wound Dressing	Presets	
		Recurring	
Flags Referred by	 Appointment Rebooked Booked Admission Embargoed Slot Follow-up Appointment Letter Sent Notes Retrieved 	t 📃	
	Print appointment letter /label	grated Word	
	E-mail appointment letter using In	tegrated Word	
	Show preview of appointment le	tter	
	<u>O</u> k	<u>C</u> ancel	

NOTE: You can alter the duration of the appointment as required, providing there are enough slots available in the rota, by selecting duration from the drop down box on the appointment booking:

🍸 Book N	lew Remote Appointment		
Appointme	nt Recurrence Attendees		Reminders:
Date	Tue 25 Jan 2022 💌	Template	This patient now h the Seacroft Neigl
Time	09:30 Duration Current: 20 mins		Community Neigh Cancel Mark in Error
Staff	Miss Lisa Coy Half: 10 mins		Add Reminder
Patient	Mrs Minnie Mouse-TestPatient 01 Jai +1 Slot: 40 mins	Attendance	No appointments
Mobile no.	07791 243749 s+2 Slots: 60 mins	Phone/E-mail	Mawinita
Status	Booked		No visits
Purpose	Q 🔽		No QOF Alerts

The patient is now booked into the clinic.

Checking 'Remotely Booked' appointments

You can check that the patient is booked in using the Appointment Search screen - F9 on the keyboard.

- 1. Press F9 on the keyboard or select 'Appointments Search' from the appointments menu.
- 2. Type the patient details in the search box and tick 'Appointments remotely booked into other organisations':

1	🏋 Appointment Search
l	Search current and future appointments for Patient name or identifier
	Including
	Historical appointments since 18 Dec 2021
	Appointments remotely booked into other organisations
-11	

Press enter or click 'Search' to view the booked appointments for the patient:

(patient details have been blocked out)

🍸 A	ppointment Se	arch										\times
	current and fut	ure app	pintments for	Search	by telephone numb	ber Date	of Birth	▼ <u>S</u> e	arch			
	storical appointr		nce 18 Dec 2021 💌	Textual appointments								
Day	Date	Time	Staff Member	Name 🔻	Orga	anisation	Location	Status	Flags	Last Updated	Updated By	Т
/lon	17 Jan 2022	10:30	Gayna Widdowson		Leed	ds Communi	Middleton Park H	Finished		17 Jan 2022 10:54	Gayna Widdowsor	1 /
Wed	19.Jan 2022	10.30	Gayna Widdowson		Leed	ds Communi	Middleton Park H	Cancelled		17 Jan 2022 10:48	Gayna Widdowsor	1

The 'Appointment search' screen also allows you to view information about who booked the appointment or mark the patient as arrived:

Information	Mark As Arrived	Close
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You can also retrieve the patient record and cancel the appointment using the right click menu.

END OF GUIDE