

ESM Appointment – Check in Patient for Telehealth

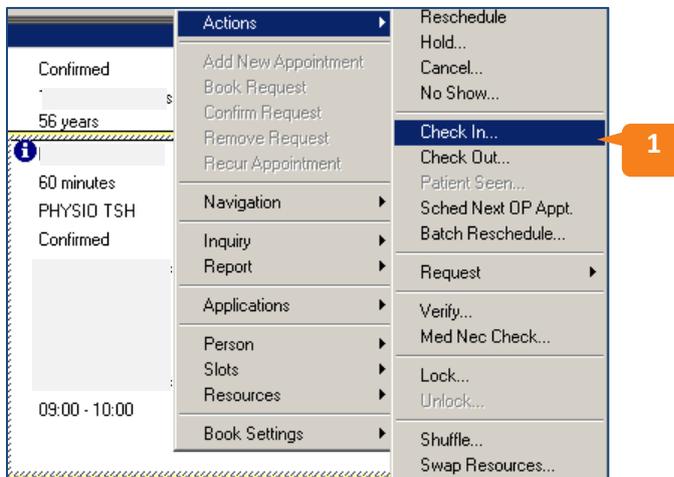


There are three different ways to record a patient has arrived for an appointment.

1. Right mouse on your appointment, select Actions and then Check In.
2. Or click on the check in icon on your toolbar .
3. Or click on the Check In icon via the patient inquiry screen.

Right mouse click on the appointment you wish to check in.

- a. Select **Actions**
- b. Select **Check In** as shown below

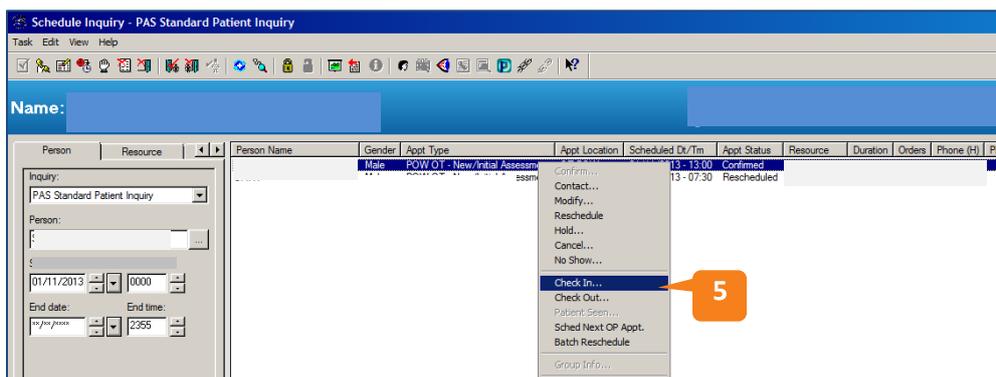


4. Or select the appointment and click the **Check In** icon on your toolbar, highlighted below.



5. If you do not have the appointment book open to show the appointment, you can search for the appointment via the **Appointment Inquiry** screen. .

- a. Right click on the appointment
- b. Select **Check In**



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6. After Check In is selected a check in window will appear. Modify the date/time if required – ensure this reflects the correct date and time of the appointment. Click **OK**.
7. The NAP Registration Screen will appear. Fill in the mandatory fields including the appropriate **Financial Class and Attending Doctor** for your clinic.
8. Ensure that you select the appropriate Telehealth option under **Modality of Care**.

The screenshot shows the NAP Registration form with the following fields and values:

- General Practitioner: Dunlop, Graeme
- GP Shared Care Consent: Yes - patient has given ...
- Exclude from NEHR: No
- Facility: ST George
- Building: Outpatients SGH
- Clinic: COVID19 PHONE ASS...
- Financial Class: No Charge - LHD Budget
- DVA Number: (empty)
- DVA Card Colour: (empty)
- LTCS Alert: (empty)
- Referring Doctor: (empty)
- Attending Doctor: Dedousis, Chris (Snr. M)
- Specialty: Medicine
- Modality of Care: Telehealth / Video Group - Consultant End (highlighted by callout 8)
- Setting Type: Hospital inid
- Health Fund Name: Government Employees
- Health Plan Name: Government Employees
- Health Plan Type: Private
- Membership Number: (empty)
- Overseas Visitor Details: (empty)
- Passport Number: (empty)
- Visa Type: (empty)
- Visa Number: (empty)
- Visa Valid Date: no fee process
- Receipt Number: (empty)
- Receipt Date: no fee process
- Amount Paid: \$0.00

9. Click **Ok**.
10. The appointment is now Checked In. The appointment colour will change to green.
11. You must also Check Out the appointment by right mouse clicking on the appointment.
 - a. Select **Actions**
 - b. Select **Check In** as shown below

The screenshot shows the Actions menu with the following options:

- Modify...
- Reschedule
- Hold...
- Cancel...
- No Show...
- Undo Check In
- Check Out... (highlighted by callout 11)
- Patient Seen...
- Sched Next OP Appt.
- Batch Reschedule...
- Request
- Verify...
- Med Nec Check...
- Lock...
- Unlock...
- Shuffle...
- Swap Resources...
- Reorder ...
- Group Session
- Link...
- Unlink...