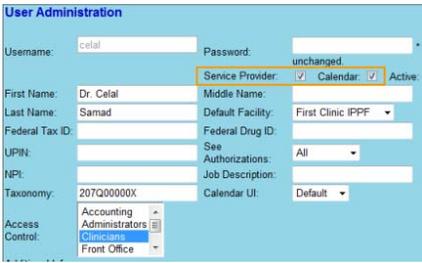
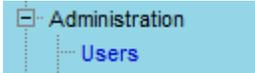
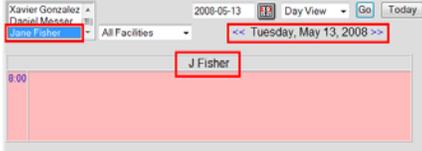
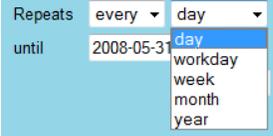
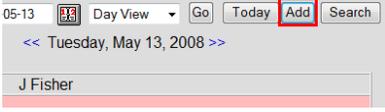
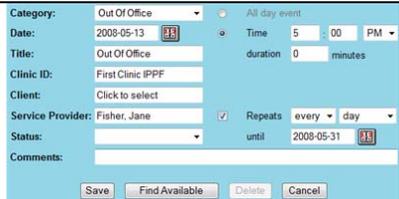


POSSIBLE ROLES: CLINIC/SYSTEM MANAGER / HEAD NURSE | PROCESS 3.1.0: DEFINING PROVIDER APPOINTMENT SCHEDULES

#	Step	Observations	Menu options or screen information
0	<p><b>Preliminary steps:</b>                      Create a new clinic service provider                      If necessary, ask your system administrator to create a new service provider for you as this is an System Admin task (Administration &gt; Users)</p> <p><b>Note:</b> The new provider must have the "Service Provider" and the "Calendar" tick boxes selected, to appear in the Appointment Schedule drop-down menu:</p> 		
1	<p><b>Include service provider in appointment page</b>                      In order to open the service provider schedule:</p> <ul style="list-style-type: none"> <li>Go to Visits &gt; Calendar</li> <li>Select her/his name in the drop-down menu</li> <li>Select the appropriate starting date</li> </ul>		
2	<p><b>Enter In Office Event</b>                      First, select the Add event button to define the provider's schedule start time:</p> <ul style="list-style-type: none"> <li>Select Visit Category: <b>In Office</b></li> <li>Select the appropriate Service Provider</li> <li>Select Preferred Category (main service)</li> <li>Add a comment (will be displayed in schedule)</li> <li>Ensure the appropriate Time is selected, and</li> <li>Save the schedule data</li> </ul>		
3	<p><b>Set repetition pattern</b>                      The time frame of all events should be defined for the longest period possible. This will minimise the need to update the appointment schedules often (check User's Manual if needed)</p>	<p><b>Hint:</b> Locate the appropriate starting date if the provider has an irregular schedule.                      Eg. If provider will be at the clinic on Fridays only, go to the Friday before the current date and set repeats to every week.</p>	
4	<p><b>Enter Lunch time Event</b>                      A lunch time period should be defined for the service provider.</p> <ul style="list-style-type: none"> <li>Select Visit Category: <b>Lunch</b></li> <li>Select the appropriate Service Provider</li> <li>Enter the duration of this event in minutes.</li> <li>Set repetition pattern</li> <li>Save the schedule data.</li> </ul>		
5	<p><b>Enter Out of Office Event</b>                      The end of daily consultation should complete the schedule.</p> <ul style="list-style-type: none"> <li>Select Visit Category: <b>Out of Office</b></li> <li>Select the appropriate Service Provider</li> <li>Set repetition pattern</li> <li>Save the schedule data.</li> </ul>		
6	<p><b>Verify the resulting schedule</b></p>	