

## 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:

**You will see details of all shared rotas on the left hand side of the screen**

**Location is displayed in the first column, followed by Clinician and rota type.**

**Date/Time and number of available slots are displayed on the right.**

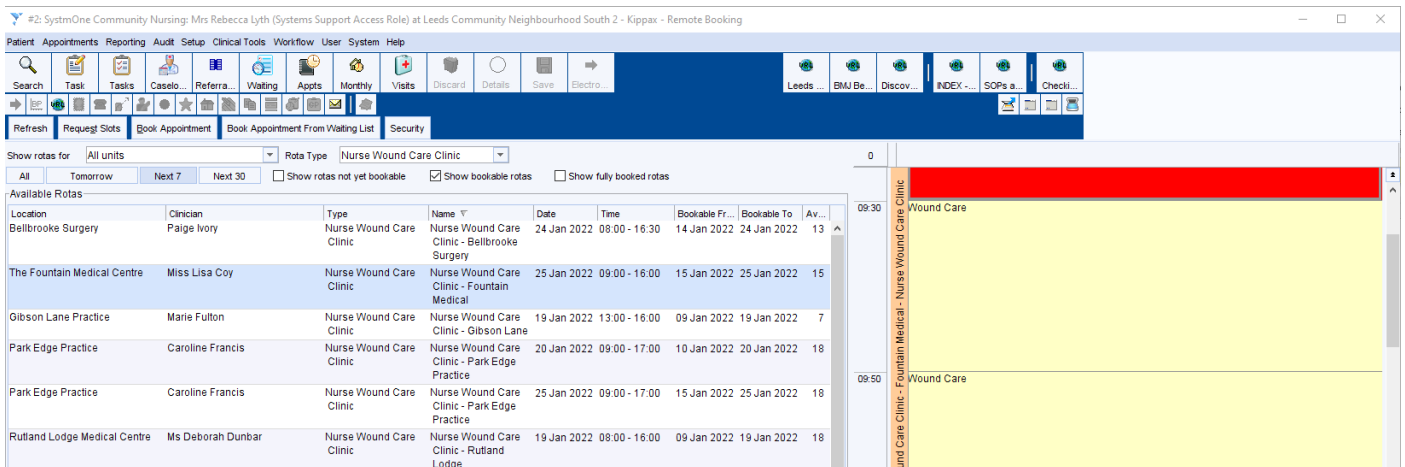
**Clicking on a rota displays the details in the box below.**

Location	Clinician	Type	Name	Date	Time	Bookable Fr...	Bookable To	Av...
Bellbrooke Surgery	Paige Ivory	Nurse Wound Care Clinic	Nurse Wound Care Clinic - Bellbrooke Surgery	24 Jan 2022	08:00 - 16:30	14 Jan 2022	24 Jan 2022	13
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
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
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
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
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
Rutland Lodge Medical Centre	Ms Deborah Dunbar	Nurse Wound Care Clinic	Nurse Wound Care Clinic - Rutland Lodge	25 Jan 2022	08:00 - 16:00	15 Jan 2022	25 Jan 2022	18
St Martins Practice	Ms Deborah Dunbar	Nurse Wound Care Clinic	Nurse Wound Care Clinic - St Martins	21 Jan 2022	08:00 - 16:30	11 Jan 2022	21 Jan 2022	16
St Martins Practice	Paige Ivory	Nurse Wound Care Clinic	Nurse Wound Care Clinic - St Martins	25 Jan 2022	08:00 - 16:30	15 Jan 2022	25 Jan 2022	19
Thornton Medical Centre	Paige Ivory	Nurse Wound Care Clinic	Nurse Wound Care Clinic - Thornton Medical	19 Jan 2022	08:00 - 16:30	09 Jan 2022	19 Jan 2022	19
Thornton Medical Centre	Paige Ivory	Nurse Wound Care Clinic	Nurse Wound Care Clinic - Thornton	20 Jan 2022	08:00 - 16:30	10 Jan 2022	20 Jan 2022	19

**Selected Rota Information**

Location: Bellbrooke Surgery  
 House name: Bellbrooke Surgery  
 Clinician: Paige Ivory  
 Road: Bellbrooke Avenue  
 Rota type: Nurse Wound Care Clinic  
 Locality:  
 Rota name: Nurse Wound Care Clinic - Bellbrooc  
 Town: Leeds  
 Time: 24 Jan 2022 08:00  
 County: West Yorkshire  
 Appointments telephone:  
 Postcode: LS9 6AU  
 Main telephone:  
 CCG: NHS Leeds CCG (15F)

2. Double click on a rota to view all the available slots, the slots will appear on the right hand side of the screen:



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:

The screenshot shows the 'Book New Remote Appointment' dialog box. It has several tabs: Appointment, Recurrence, and Attendees. The 'Appointment' tab is active. The form contains the following fields and options:

- Date:** Tue 25 Jan 2022
- Time:** 09:30
- Duration:** Current: 20 mins
- Staff:** Miss Lisa Coy
- Patient:** Mrs Minnie Mouse-TestPatient 01 Jan 1980
- Mobile no.:** 07791 243749
- Status:** Booked
- Purpose:** RT Leg Wound Dressing
- Details:** RT Leg Wound Dressing
- Flags:** A list of checkboxes for appointment types and statuses, including Appointment Rebooked, Booked Admission, Embargoed Slot, Emergency Appointment, Follow-up Appointment, Letter Sent, Notes Retrieved, Patient Will Not Be Present, Referral Received, Reserved Appointment, Telephone Appointment, Transport Required, and Waiting List Appointment.
- Referred by:** A dropdown menu.
- Options:** Print appointment letter/label, Print appointment letter using Integrated Word, E-mail appointment letter using Integrated Word, Show preview of appointment letter.

On the right side of the dialog, there's a 'Reminders' section with a red warning message: 'This patient now has an Electronic Patient Record (EPR) within the Seacroft Neighbourhood Team. (Nov 2017 done by: Leeds Community Neighbourhood North 2 - Seacroft)'. Below this are links for 'Cancel Mark in Error' and 'Add Reminder'. There are also status indicators for 'No appointments', 'No visits', and 'No QOF Alerts'.

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:

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':

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

(patient details have been blocked out)

Day	Date	Time	Staff Member	Name	Organisation	Location	Status	Flags	Last Updated	Updated By
Mon	17 Jan 2022	10:30	Gayna Widdowson	[Redacted]	Leeds Communi...	Middleton Park H...	Finished		17 Jan 2022 10:54	Gayna Widdowson
Wed	19 Jan 2022	10:30	Gayna Widdowson	[Redacted]	Leeds Communi...	Middleton Park H...	Cancelled...		17 Jan 2022 10:48	Gayna Widdowson

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

You can also retrieve the patient record and cancel the appointment using the right click menu.

END OF GUIDE