Appointment Types

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This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

Appointment Types

Procedure appointment types may include; Endoscopy, biopsy Consultation appointment types may include; Review, Initial Consultation. There are four different Categories for Appointment Types:

Example of Appointment Types
Procedure
Consultation
Waiting List
Recall

Accessing the Appointment Types:

1. Click **Administration**.
2. Select **Appointments** from menu.
3. Select **Appointment Types**.
   a. The Appointment Types screen will display

After accessing the appointment types	
Add new appointment types	From the top left, there is a "new" button, click it so you can add a new appointment type
Edit existing Appointment Type	From each appointment type lists, click "edit" to edit any existing ones
Associate message types	From each appointment type lists, click "Message Types" to edit types to appointment

Online Booking

Appointment Types can be marked as available for *Online Booking*. This allows the configuration of either a Fixed fee per appointment type - for example, when taking a deposit; or an assessment to calculate the fee.

Main article: Online Booking Overview, Online Booking - Require Deposit

Cool Down Period (working days)	0
	☐ Enabled For Theatre
	☐ Disabled
	☐ Online Booking
Booking Fee Strategy	Fixed ✕ ▾
Booking Fee	0.00

Telehealth

Main article: Telehealth with Coviu

Where an appointment is telehealth and you wish to publish the details to Coviu, simply mark the appointment as *Telehealth Enabled.*

Details

Code*	001
Description*	Telehealth
Category	Consultation
Duration (minutes)*	30
Sort Order	1
Background Colour	
Text Colour	
Associated Assessment Name	Select from list ▾
Cool Down Period (working days)	0

☐ Enabled For Theatre

☐ Disabled

☐ Online Booking

☑ Telehealth Enabled via Coviu