

Find Next Available Appointment

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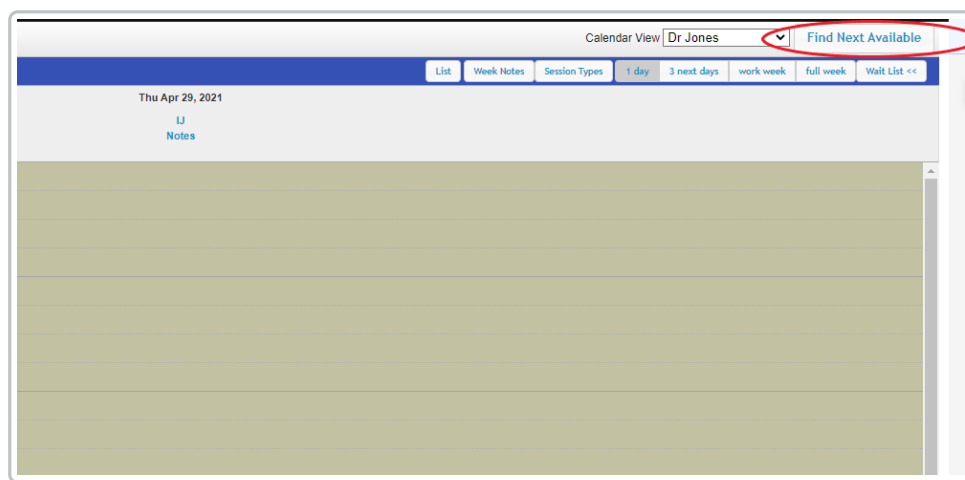
Find Next Available Appointment


The Find Next Available feature allows searching for "slots" in the calendar that will fit one or two appointment types.

It is useful when you have many appointments in the sessions so that you are able to narrow the characteristic of a specific appointment.

From Dashboard,

Click **Appointments** → **Find Next Available**.









Sarah Nguyen

ALLERGY Clinical Redmine Vitro

Facility: Westmead MRN: 000049 CRN: ERN: Home: 571 Dawn Drive, Bracknell TAS 7302
Female, aged 29 years, born on July 15, 1992, last admitted to Bowen Hills. Mobile Phone: 1234556789

 admin

Advanced

 Dashboard

Calendar Views

Dr Jones


Primary Type

Select from list

Secondary Type

Select from list

Start Date



Search by Suburb/Postcode

Bracknell TAS 7302

☐ Show results within

kilometres

Search

back

The Initial screen has the following fields:

Field	Description	Example
Calendar views	Base search on a specific calendar, or across All Providers	"Doctors" will only include providers that are members of the "Doctors" Calendar View
Primary Type	Bases search on this Appointment Type and derive from it the duration that the available slot needs to be	"Consultation" - returns slots where a Consultation appointment can be booked. If the default length of the "consultation" appointment type is 30 minutes then this is the amount of time that needs to be free for the slots to show in the results
Secondary Type	Bases search on this Appointment Type and derive from it the duration that the available slot needs to be	"Hip Replacement" - returns slots where a Hip Replacement appointment can be booked. If the default length of the "Hip Replacement" appointment type is 240 minutes then this is the amount of time that needs to be free for the slot to show in the results.
Start Date	The start date of the search for free slots. If left blank, the search starts today	Default search period is 4weeks <ul style="list-style-type: none"> [blank] - returns free slots from 00:00 today 24/09/2022 - returns free slots from 00:00 on 24/09/2022
Suburb	When geocoding is enabled, allows you to search for appointments across multiple locations within a radius of a given suburb. Not shown by default.	Mt Barker, SA Search within 25km Would suggest available appointments at locations in a nearby radius

Click **Search**.

1. The Search Results screen appears, grouped by week, showing each day with free slots and up to five free slots (on that day).

Next Available Appointments

Search

Advanced

[Dashboard](#)

Week Starting 26 April 2021

Thursday 29 April 2021

Location	Provider	Time	Appointment Type	Session Type	Session Notes
Clintel Clinic	Dr Tim Test	10:00 AM	Consult	Tim Thursday	<div>select</div> <div>more</div>

Friday 30 April 2021

Location	Provider	Time	Appointment Type	Session Type	Session Notes
Clintel Clinic	Dr Tim Test	12:00 PM	Consult	Tim Friday	<div>select</div> <div>more</div>

2. Use the table below as a reference for informational fields.

Field	Description	Example
Location	Location of the session and therefore the appointment slot	"East St Klida"
Provider	Provider with whom the session and therefore the appointment slot is with	"John Smith"
Time	Time at which the free appointment slot starts	"08:00"
Session Type	The session type of the session - this is used to restrict the type of appointments that can be booked into a session	"Consult" Session - Only accepts the appointment of type "consult" "Procedure" session - Only accepts appointments of type "procedure" "Hybrid" Session - accepts appointment of type "consult" or "procedure"
Session Notes	Any notes for this session	

From the Search Results screen you have two options:

1. Click the **Select** button on the associated appointment to either book or reserve an appointment; or,
2. Click the **More** button on the associated date to show more appointments for that day. Click Select to book or Back to return to the previous screen.
3. Complete the Create appointment screen (Patient name can be left blank if Reserve option is chosen).
4. Click **Create** to create the appointment.