

linking assessments to a particular appointment type

Last Modified on 20/12/2023 9:48 am ACDT

This manual provides instructions for linking assessments to a particular appointment type.

Follow these steps:

1. Navigate to the "admin" section.
2. Go to "Appointment" and select "Appointment types" (choose either to create a new type or edit an existing one).

The screenshot shows the 'Appointment types' management page. At the top is a blue header with a play icon and the title 'Appointment types'. Below the header is a 'New' button. A breadcrumb trail reads 'Dashboard / Administration / Appointments'. A 'Filter Category' dropdown is set to 'All'. The main section is titled 'Appointment Types' and contains a table with the following columns: Category, Code, Description, Sort Order, Background Colour, Text Colour, Enabled For Theatre, Disabled, Online Booking, Booking Fee, and Telehealth Enabled via Coviu. There are two rows of data. The first row has 'Consultation' as the category, 'C' as the code, 'Day Consultation' as the description, '2' as the sort order, a pink background color, a white text color, and a bullet point under 'Enabled For Theatre'. The second row has 'Consultation' as the category, 'on' as the code, 'Online Booking - Mental Health' as the description, '3' as the sort order, a purple background color, a white text color, and a bullet point under 'Enabled For Theatre'. To the right of each row are 'Edit' and 'Message Types' buttons.

Category	Code	Description	Sort Order	Background Colour	Text Colour	Enabled For Theatre	Disabled	Online Booking	Booking Fee	Telehealth Enabled via Coviu
Consultation	C	Day Consultation	2	Pink	White	•				
Consultation	on	Online Booking - Mental Health	3	Purple	White	•				

3. Within this section, view the linked assessment.

The screenshot shows a dropdown menu for 'Associated Assessment Name'. The text 'Hello World' is entered in the search field. Below the search field is a list of assessment names: 'Estimate and IFC', 'Extended Stay', 'Falls Assessment & Prevention Plan', 'Falls Risk Assessment' (which is highlighted in blue), 'FAVCOL', 'Generalized Anxiety Disorder 7-item (GAD-7)', and 'HAD- Incident Accident Report'. A search icon is visible in the top right corner of the dropdown.

Associated Assessment Name: Hello World

Cool Down Period (working days):

- Estimate and IFC
- Extended Stay
- Falls Assessment & Prevention Plan
- Falls Risk Assessment**
- FAVCOL
- Generalized Anxiety Disorder 7-item (GAD-7)
- HAD- Incident Accident Report

4. Ensure that only the most recently approved assessment is utilized in this field.
5. Click "update" to save the changes.

Note: After you made the changes, you will be able to perform assessment in the appointment list.