How to add an appointment type

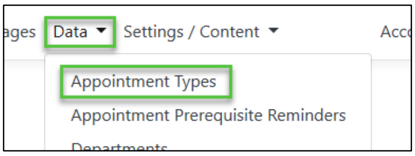
Scenario

This guide shows how to add an Appointment Type in the My GNCR Management Portal.

Patient facing information is highlighted in yellow in this guide. This information can be edited in the Management Portal to display something different to what is in your source system, if required.

The same Appointment Type (with the same code) can be linked to more than one Department, if required.

Add an Appointment Type



1. Select the **'Data'** menu and then select **'Appointment Types'**

2. Click **'Add'** 

3. Enter the **code**. **This is needs to match** with the Appointment Type's unique identifier within your source system.

4. **Edit status** – this can be set to 'In Progress', 'Needs Review' and 'Complete'. Set this status as appropriate as per your organisations operating procedures, if required.

5. **Service Name** – this is the name of the Appointment Type. This displays to the patient. This could be the same name as what is in your source system, or, this could be set as something different.

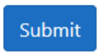
6. **Phone number** – enter an appropriate Phone Number.

7. **Department** – select the appropriate Department.

Please Note: in order to add an appointment type the department must be set up first in data items > department.

8. **Associate Assets** – to add an asset click into the Add Assets box, search for the required document and select it in the results. Multiple assets can be added if required.

Please Note: in order to add an asset the document must first be uploaded in data items > assets.

9. Click **'Submit'** to create your Appointment Type. 

10. Your Appointment Type will display within the Appointment Type list and can be edited or viewed.

Code	Service Name	Department	Edit Status	
HAECHECK001	Haematology Check-up	Haematology	In Progress	Edit - View