

# How to associate an appointment prerequisite reminder

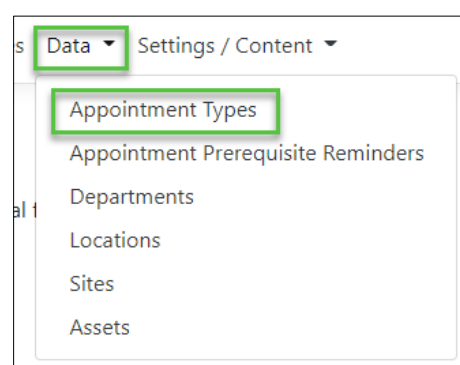
## Scenario

This guide shows how to associate an Appointment Prerequisite Reminder to an Appointment Type.

Once linked, the text in the **'Description'** field of the Prerequisite Reminder will display in the App in the **'Appointment Instructions'** section. The reminders will also be sent at the specified times.

## Link new assets

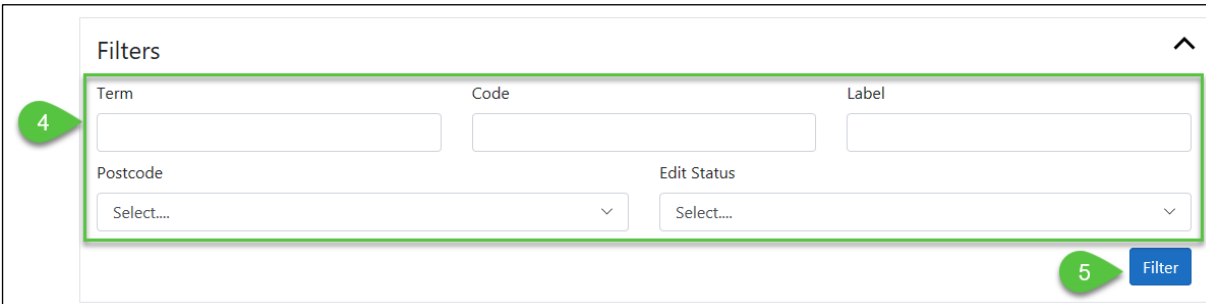
1. Select the **'Data'** menu
2. Select **'Appointment Types'**:



3. Select the **Filters** drop down



4. **Enter** search criteria for the Appointment Type you wish to update
5. Select **'Filter'**.



A screenshot of the 'Filters' form. The form has several input fields: 'Term', 'Code', 'Label', 'Postcode', and 'Edit Status'. A green box highlights the 'Term', 'Code', and 'Label' fields, with a green circle containing the number '4' next to it. The 'Postcode' and 'Edit Status' fields are dropdown menus. A blue 'Filter' button is at the bottom right, with a green circle containing the number '5' next to it.

6. Alternatively, find the Appointment Type by locating it in the list at the bottom of the screen and then click **'Edit'**

Code	Service Name	Department	Edit Status
CARDIOLOGY_1	Atrial Fibrillation	Cardiology	Needs Review <a href="#">Edit - View</a>
CARDIOLOGY_2	ECG	Cardiology	In Progress <a href="#">Edit - View</a>

7. Select **'Add Appointment Prerequisite'**
8. Type in the **Label** of the Appointment Prerequisite you wish to add
9. **Select** the desired item in the results

**Associate Prerequisite**

Add Appointment Prerequisite

com

Comfortable clothing

10. The selected item will display
11. Repeat to add any additional Appointment Prerequisites
12. Update the **Edit Status** for the Appointment Type as per your organisations operating procedures, if required
13. Click **'Submit'** to save

**Associate Prerequisite**

Add Appointment Prerequisite

Label	Description	
Comfortable clothing	Please wear comfortable clothing and training shoes to your appointment.	<a href="#">Remove</a>

[Submit](#) [Cancel](#)

14. All appointments of this type will now display the **Appointment Instructions** section. The two reminders will also be sent to the patient at the specified times.

**Appointment Instructions**

Please wear comfortable clothing and training shoes to your appointment.

15. To remove an Appointment Prerequisite Reminder select **Remove**. Changes will be applied after clicking Submit.

**Associate Prerequisite**

Label	Description	
Comfortable clothing	Please wear comfortable clothing and shoes to your appointment	<a href="#">Remove</a>

[Submit](#) [Cancel](#)

16. When prerequisite reminders are associated or removed this reflects for the patient immediately in the App.