

InTouch Flow Manager – Adding/Removing Actions

Patients may have accessibility requirement/s that the clinic may need to know. We can request this via adding **ACTIONS** in the patient’s appointment row in Flow Manager.

You can do this either via **Dashboard View** or **Clinician’s View** of the Flow Manager.

Step 1 Click the **Demographics**

Icon

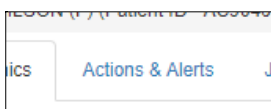


or



This will open up the Demographics Window;

Step 2 Select the **Actions and Alert** Tab



You can select the Actions you want to add to the patient’s row by ticking the corresponding tick boxes for the actions:

E.g., Select Visual and hearing impairment:

Visually Impaired Required
Hearing Impaired Required

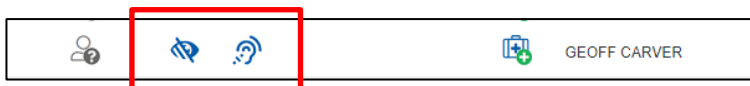
Step 3 Once you have selected the Actions you want to add, Click the **Update** button.



If you want to **Cancel** adding an Action, Click the **Close** Button



This will close the demographics window and will display the **Action Icons** along the patient’s row:



- Visual Impairment



- Hearing impairment

To amend the Actions - click the **Demographics Icon** then untick the selected Actions and click the **Update** button.