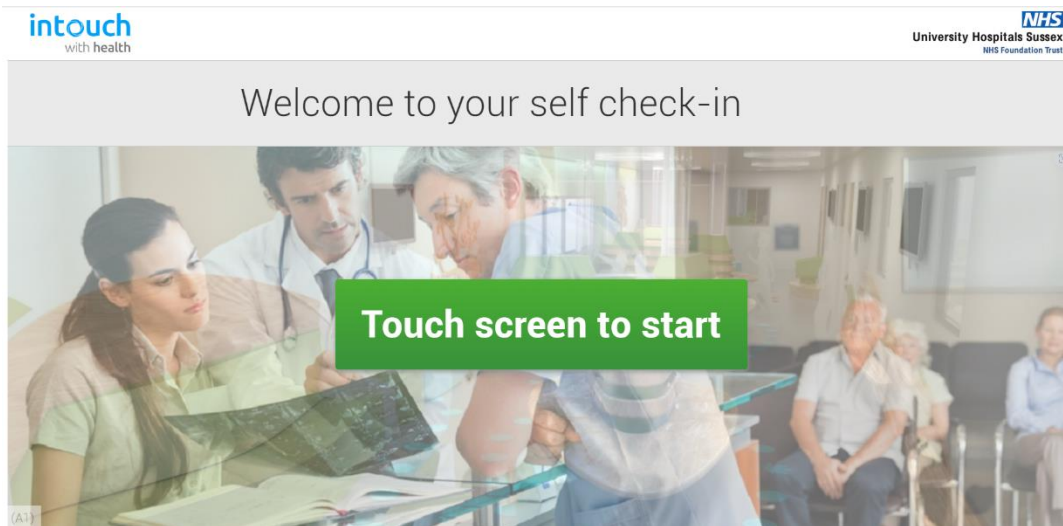| **InTouch Flow Manager- Arriving Via Kiosk** |
|---|
| Patients can record their arrival into the clinic by using the InTouch Flow Manager Kiosks. |
| Step 1: Touch screen to Start |
| |
| Step 2: Language Selection |
| |
| Step 3: Select if the patient is visually impaired; Select if the patient is hearing impaired; Then press |
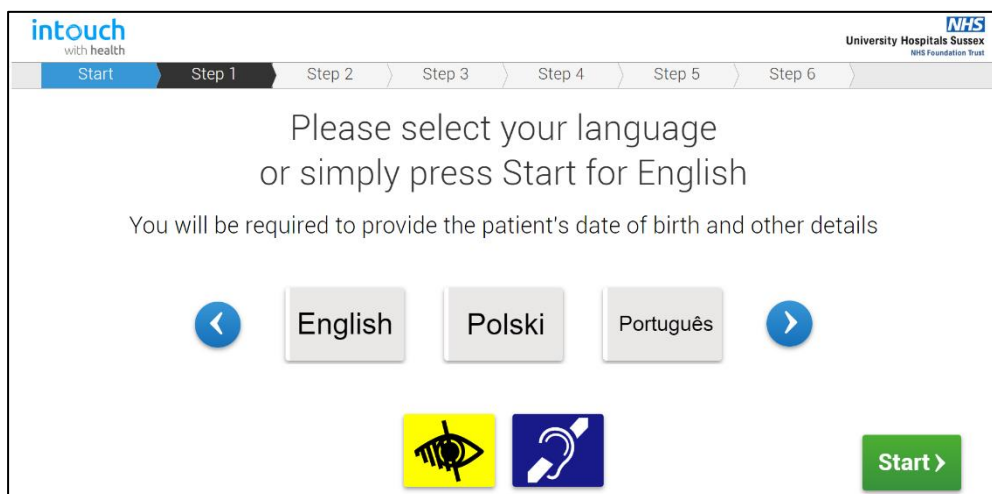
Step 4: Consent to provide personal details

Step 5: Add date of birth by choosing Month, Day, and Year

Step 6 : Enter patient's post code

if the post code entered did not match with the patient's record, this message will appear:

We could not check you in for your appointment. Please go to reception for assistance. For Gynaecology appointments please proceed to the downstairs reception area.

Step 7: Confirm patient's demograhpic details

If all the details are correct, click **Confirm all ›**

If any of the details need correcting or updating, patient will be advised to go to reception after registration; Patients cannot correct or update details using the kiosk.

Step 8: Custom question confirmation
This my change and be updated depending on the hospital's current health protocol.

Step 9: Confirmation of contact details
If the mobile number is correct, click [Next >]; if mobile number needs changing, click [Next >] and approach the reception after the registration.

Step 10: Confirmation of Arrival
A message confirming successful arrival of a patient will show. If details need updating, patient will be advised to go to reception.

If all the details are correct, the kiosk will display the waiting area where the patient should wait. |