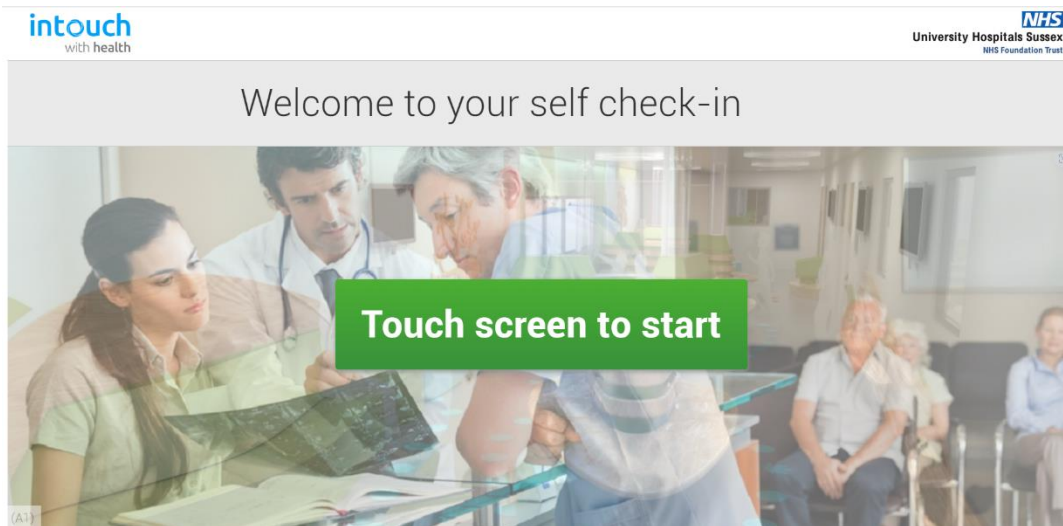


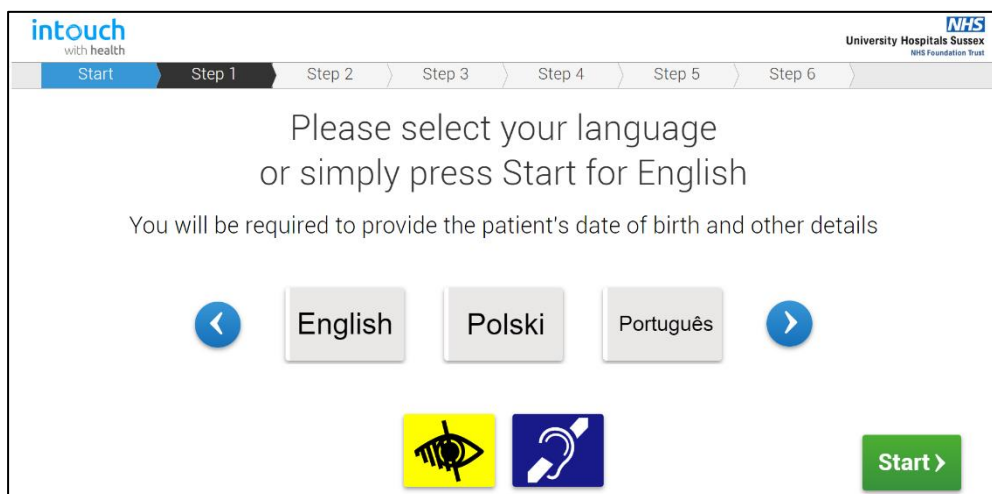
## InTouch Flow Manager- Arriving Via Kiosk




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

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Restart Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

Disclaimer

You will be asked to provide your date of birth, so we can find your appointment, do you wish to continue?

No Yes

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

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Restart Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

Which month was the patient born?

Jan Feb Mar Apr

May Jun Jul Aug

Sep Oct Nov Dec

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Restart Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

Which day in June was the patient born?

30<sup>th</sup> 29<sup>th</sup> 28<sup>th</sup> 27<sup>th</sup> 26<sup>th</sup> 25<sup>th</sup> 24<sup>th</sup> 23<sup>rd</sup>

22<sup>nd</sup> 21<sup>st</sup> 20<sup>th</sup> 19<sup>th</sup> 18<sup>th</sup> 17<sup>th</sup> 16<sup>th</sup> 15<sup>th</sup>

14<sup>th</sup> 13<sup>th</sup> 12<sup>th</sup> 11<sup>th</sup> 10<sup>th</sup> 9<sup>th</sup> 8<sup>th</sup> 7<sup>th</sup>

6<sup>th</sup> 5<sup>th</sup> 4<sup>th</sup> 3<sup>rd</sup> 2<sup>nd</sup> 1<sup>st</sup>

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Restart Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

Please enter the patient's year of birth e.g. 1970

Year Clear

1 2 3

4 5 6

7 8 9

0 Continue >

### Step 6 : Enter patient's post code

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

### Step 7: Confirm patient's demographic 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

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Restart Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

Are you experiencing any COVID-19 symptoms?

No

Yes

Unsure

This may change and be updated depending on the hospital's current health protocol.

### Step 9: Confirmation of contact details

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We will use the mobile number below today to contact you about your appointments

Number

Please inform reception if you cannot be contacted on this mobile number today

Next >

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

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You have successfully confirmed your arrival.

You have indicated that the patient's details require amending.

Please go to Reception as you recorded that some of your details have changed. Reception will then be able to update your record.

Details that require amending:  
Mobile Telephone  
GP Practice

Next Patient >

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.