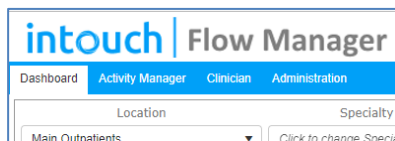


## FLOW MANAGER: CLINIC LOCATION EXCEPTION CHANGES

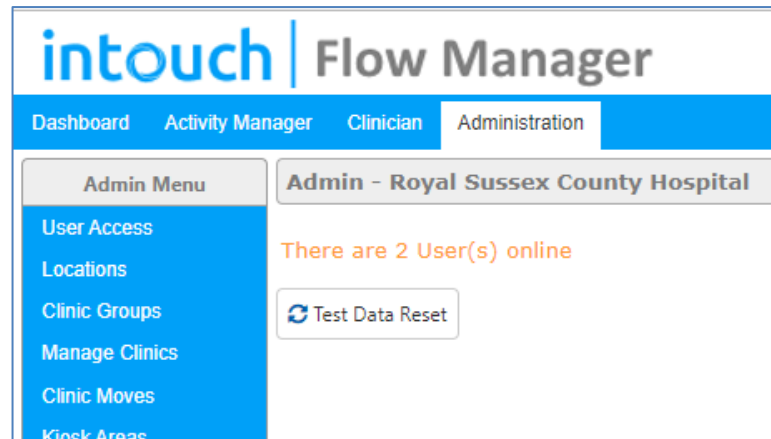
When there is an exception to a Clinic Waiting Room's Location, meaning the location is different on certain days of the week, certain weeks of the month or indeed just for a certain date range, then these are made within the **Clinic Moves** area of the **Administration** tab.

If you need to make Permanent changes (i.e. the usual Waiting Room Location of the Clinic, please use the **Permanent Clinic Location Changes** reference guide.

Click on the **Administration** tab at the top of the screen

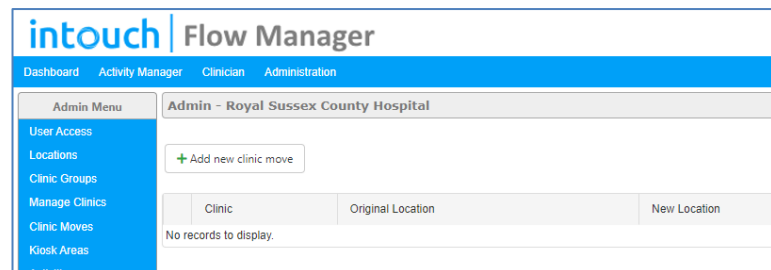


The Administration menu display:



Click the **Clinic Moves** menu

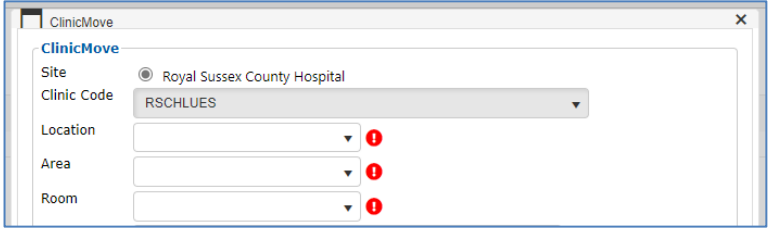
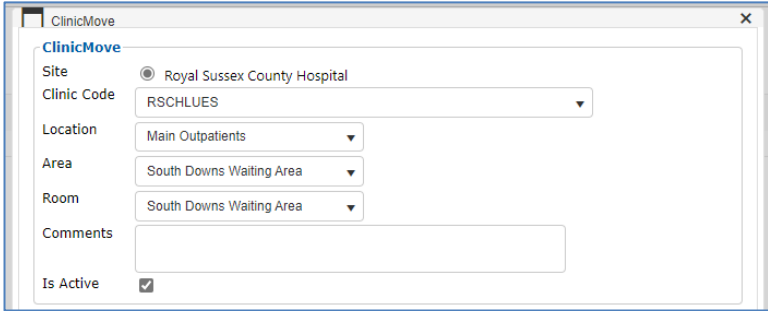
The Clinic Moves page displays:



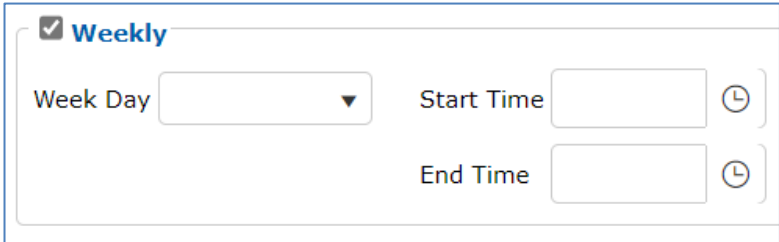
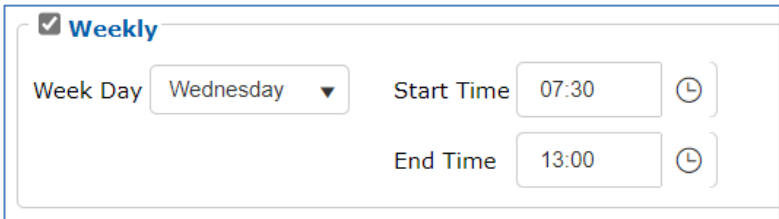
Click **Add New Clinic Move**, unless there is already an existing Clinic Move record for that clinic that needs amending – In which case, click the edit icon of the row you need to change



The Clinic Move window opens:

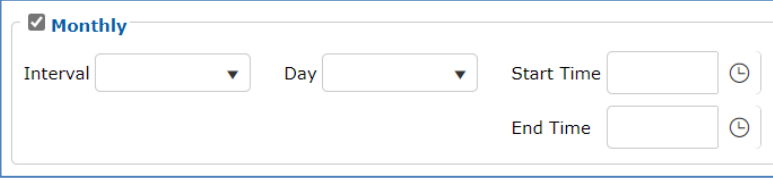
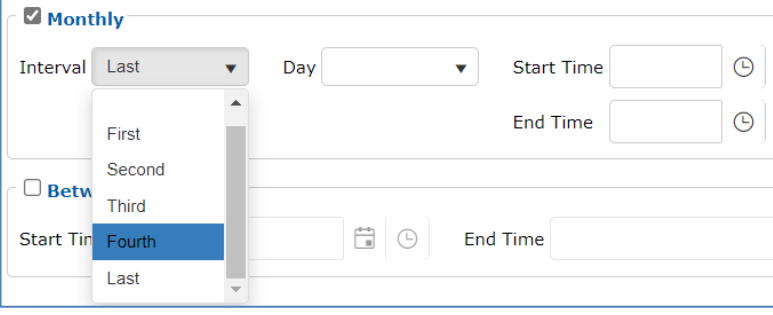
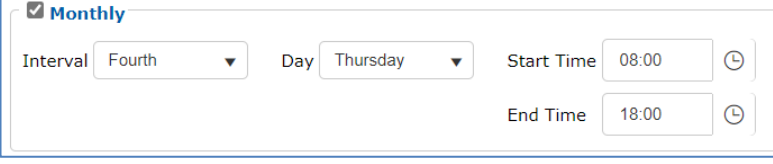
FLOW MANAGER: CLINIC LOCATION EXCEPTION CHANGES continued	
Select the appropriate <b>Site</b>	The radio button is selected to the required Hospital site.
Select the CareFlow Session Template Short Name from the <b>Clinic Code</b> field	
Select the <b>Location, Area</b> and <b>Room</b> for the exception waiting room location – Remember this is not for the appointment room, so Area and Room should always match	 <p>If it is useful to add Comments on why this is being changed, do so.</p>
At this point you now have the ability to set the frequency of the clinic in one of 3 ways: a specific <b>Weekly day</b> , a specific <b>Monthly day</b> OR a specified <b>Date Range</b> .	

### Weekly Day Settings

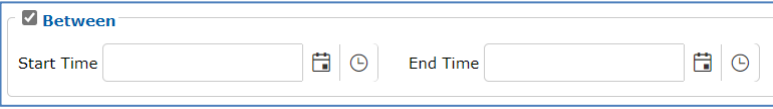
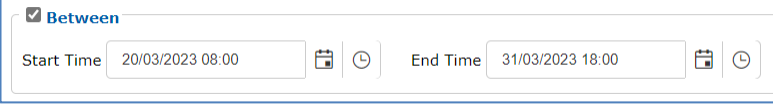
Click the <b>Weekly</b> tickbox	The Week Day and Start/End Time fields become active 
Select the correct day of the week for this exception to occur on every week then start and end times of that day	
Click the <b>Add</b> button to save this exception	

## FLOW MANAGER: CLINIC LOCATION EXCEPTION CHANGES continued

### Monthly Day Settings

<p>Click the <b>Monthly</b> tickbox</p>	<p>The Monthly Interval, Day and Start/End Time fields become active</p> 
<p>Select the correct interval of the month for this exception to occur on</p>	<p>The Interval options appear for each week of the month (Last counts as either Fourth or Fifth, dependent on the month)</p> 
<p>Select the specified day's start and end times for the selected Interval</p>	<p>The options are now set:</p> 
<p>Click the <b>Add</b> button to save this exception</p>	

### Specific Date Range Settings

<p>Click the <b>Between</b> tickbox</p>	<p>The Date and Time Range fields become active</p> 
<p>Select the correct start and end dates and times, using the calendar and clock icons</p>	<p>The options are now set:</p> 

## FLOW MANAGER: CLINIC LOCATION EXCEPTION CHANGES

Click the **Add** button to save this exception

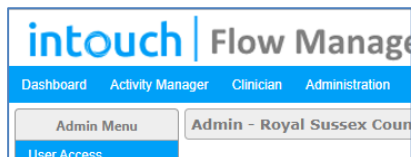
Once you have added a **Weekly day**, a specific **Monthly day** OR a specified **Date Range** exception to Flow Manager, each one will display onscreen and can be edited or deleted in the future depending on whether this is an ongoing exception or a temporary one.

Admin - Royal Sussex County Hospital										Clinic Moves
<span style="border: 1px solid #ccc; padding: 2px 5px; font-size: small;">+ Add new clinic move</span>										
Clinic	Original Location	New Location	Start Time	End Time	Interval	Day	Is Active			
RSCHLUES	Royal Sussex County Hospital Main Outpatients Town Waiting Area Town Waiting Area	Royal Sussex County Hospital Main Outpatients South Downs Waiting Area South Downs Waiting Area	20 Mar 2023 08:00	31 Mar 2023 18:00			<input checked="" type="checkbox"/>			

Repeat any of the exception types using the instructions above until you have entered all that are required.

It is possible to add different iterations for different Weekly Days, Monthly Days or specified Date Ranges for the same CareFlow Session Template Short Name, if there are a sequence of exceptions required.

Click on the **Dashboard** tab at the top of the screen



You are now back to your appointments listing:

