FLOW MANAGER: PERMANENT CLINIC LOCATION CHANGES

Permanent Clinic Waiting Room Location changes are made within the **Manage Clinics** area of the **Administration** tab.

If you need to make temporary changes or exceptions to the general rule, please use the **Clinic Location Exception Changes** reference guide.

Click on the Administration tab	The Administration menus display:
at the top of the screen	The Automistration menus display.
intouch Flow Manager	Intouch Flow Manager
Dashboard Activity Manager Clinician Administration	Dashboard Activity Manager Clinician Administration
Location Specialty Main Outpatients Click to channe Specia	Admin Menu Admin - Royal Sussex County Hospital
	User Access
	Locations There are 2 User(s) online
	Clinic Groups 2 Test Data Reset
	Manage Clinics
	Clinic Moves
	Kiosk Areas
Click the Manage Clinics menu	The Manage Clinics filters display:
	intouch Flow Manager
	Dashboard Activity Manager Clinician Administration
	Admin Menu Admin - Royal Sussex County Hospital
	User Access Locations Specialty
	Clinic Groups
	Clinic Moves Clinic Search
	Klosk Areas Areas Add New Clinic
	Activities
Calast the security of Coastin by	The velocent Olivier display
type the CareFlow Session	The relevant clinics display:
Template Short Name into the	intouch Flow Manager
Clinic Search field or a	Darblewit Achely Monger Christer Admentation Admin Menus Admin - Royal Susses: County Hospital
combination of both then click	Landree Specially Crisc Oracle Course
Search	Moning Lower Clinic Mone Clinic Search Kond Avea Q, Search + Add New Clinic
	Nations High Haveponet Clinic Group Name Lociton Area
	See Parlements Gebuil Settings
	Elizar Insurational University Institutional University Institution (University Instituti))))))))
	KSCHTINUJ Clinical Haemotology Main Outpatients South Downs Waiting Area

FLOW MANAGER: PERMANENT CLINIC LOCATION CHANGES continued		
Click on the Edit icon for the	The Clinic Admin window opens:	
Clinic you need to PERMANENTET		
change the location for	Clinic Admin X	
	Clinic Code RSCHLUES (Max length 75 characters)	
	Description Cinical Haemotology	
	Group Clinic	
	ar Flow Manager	
	Before 30 T Minutes	
	Har Specialty Clinical Haemotology After 30 Minutes	
	Har Group Name Clinical Haemotology Checkin To Clocation Area Room	
	Har Location Main Outpatients V New Patient Pre-Activity	
	Area South Downs Waiting Area Block Chine Block Message	
	Room South Downs Waiting Area	
	Comments	
	✓ Update Cancel	
	The Area and Room fields allow you to set the default location for where the patient will need to wait and from where they will be called from.	
	The state of the second state of the second state of the state of the state of the second state of the sec	
	This additionally sets where the Klosk will advise the patient to	
	go to after self check-in.	
Select the required Area and	The location has now been permanently changed:	
Room – in this example they are		
and the same leastion then		
one and the same location – then		
click the Update button	Area	
	74/50	
	South Downs Maiting Area	
	South Downs waiting Area	
	Town Waiting Area	
	South Downs Waiting Area	
	-	
	South Downs Waiting Area	
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Click on the Dashboard tab at the	You are now back to your appointments listing:	
top of the screen		
	Patra set lateration	
	Incouch Flow Manager	
intouch Flow Manage	Dashboard Activity Manager Clinician Administration	
Dashboard Activity Manager Clinician Administration		
	Location Specialty Status	
Admin Menu Admin - Royal Sussex Coun	Main Outpatients	
UserAccess	Clinician Clinic 🗌 NA 🗆 Completed 🗹	
	Click to change Clinician ▼ Click to change Clinics ▼ ● All O Morning O	
	Patient Nar	

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