

Create a Clinic					
Click on Manage clinics	Manage clinics				
Select Create a new clinic	Create a new clinic				
<p>Complete the form:</p> <ul style="list-style-type: none"> ›Enter the Clinic name ›Select the appropriate Location of the ward or clinic ›Select the Service, e.g. Pathology or Ward visits ›Choose the Clinic Type which is dependent on whether you wish to make bookings available to the public or not ›Enter the Clinic start date and if required the Clinic end date ›Select Calendar type, standard 5 day week or recurring schedule for clinics or ward visits that don't run 5 days per week (please note, standard 7 day week and Saturday and Sundays added to recurring schedule to come in a later release) ›Select the Appointment acceptance: automatic acceptance or must be manually reviewed if appointments need oversight before acceptance ›Tick to show custom questions on Public Website, these include to show transport option, show additional info question and to show who visiting 					
Click on Next	Next				
If you have selected to show custom questions you can choose any of the options and click on Next	<p><input type="checkbox"/> Tick to show transport options</p> <p><input type="checkbox"/> Tick to show additional info question.</p> <p><input type="checkbox"/> Tick to show who visiting.</p> <p style="text-align: right;">Next</p>				
Set the time the clinic will Start and Finish as well as the Segment length and Maximum number of Appointments that will be available in each segment. Click on Next	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Start time of first segment:</p> <p>Hour Minute</p> <p><input type="text" value="09"/> <input type="text" value="30"/></p> </td> <td style="width: 50%; vertical-align: top;"> <p>Start time of last segment:</p> <p>Hour Minute</p> <p><input type="text" value="15"/> <input type="text" value="30"/></p> </td> </tr> <tr> <td style="vertical-align: top;"> <p>Segment length (minutes):</p> <p><input type="text" value="5"/></p> </td> <td style="vertical-align: top;"> <p>Max appointments per segment:</p> <p><input type="text" value="1"/></p> </td> </tr> </table> <p style="text-align: right;">Next</p>	<p>Start time of first segment:</p> <p>Hour Minute</p> <p><input type="text" value="09"/> <input type="text" value="30"/></p>	<p>Start time of last segment:</p> <p>Hour Minute</p> <p><input type="text" value="15"/> <input type="text" value="30"/></p>	<p>Segment length (minutes):</p> <p><input type="text" value="5"/></p>	<p>Max appointments per segment:</p> <p><input type="text" value="1"/></p>
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The final screen gives 3 options:

› **Override specific dates** allow you to close clinics for a whole day or specified times within a day. **Select date, Reason and Time Segments** if this is chosen. Click on **Save** and **Exit**

Select date:

Reason:

Time segments for the selected date

Untick time segments to mark them as unavailable

09:30	<input checked="" type="checkbox"/>
09:35	<input checked="" type="checkbox"/>
09:40	<input checked="" type="checkbox"/>
09:45	<input checked="" type="checkbox"/>
09:50	<input checked="" type="checkbox"/>
09:55	<input checked="" type="checkbox"/>
10:00	<input checked="" type="checkbox"/>
10:05	<input checked="" type="checkbox"/>
10:10	<input checked="" type="checkbox"/>
10:15	<input checked="" type="checkbox"/>
10:20	<input checked="" type="checkbox"/>
10:25	<input type="checkbox"/>

› **Override bank holidays** allows you to override bank holidays as these date are closed by default, tick each bank holiday you wish to override within this screen. Click on **Save** and **Exit**

› **Custom email** this allow you to write information that will be contained within the confirmation email to the public user, tick the **Active** box enter the **Email subject** and **Additional text** as appropriate. Click on **Save** and **OK**. Click on **Back**.

patientbookingadmin-test.bsuh.nhs.uk says
Saved OK

Customise email

Appointment confirmation email

When Active is ticked, your email subject and additional body text will be used in the confirmation email that gets sent to patients.

Active

Email subject

Additional text after appointment details

Please call 01243 788122 extension 0326 if you are going to be late for your appointment so that we can safely reschedule your booking.

Thank you

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Click on Exit	