

Direct Booking Appointments in Symphony

1. Select the patient on the tracking grid

Symphony Desktop 3.1.1.2 (2.UHSussex Test)
 File Help

Search **Butcher, Rupert, A1004234, Male, DoB: 16/12/1982, Age: 38 Years**
 Details SRE-21-000061-2, Minors, Painful wrist/hand, 08/11/2021, 09:29, Dr. Steven Searle

Next action x SRH St Richard's ED Locations e-AUDIT... Tools

Search (Alt+Q)	ALL	Fjiter	Sort	Age	NEWS	PEW
Butcher, Rupert				1d 3h	38y	
Barrett, Donna				1d 2h	46y	

2. Select the site drop down e.g. St Richard's ED

SRH St Richard's ED

3. Select the required clinic (example below)

SRH St Richard's ED Locations e-AUDIT... Tools

- ✓ St Richard's ED
- St Richard's UTC
- Worthing ED
- Worthing UTC
- Schedules - St Richard's ED >
- Schedules - Worthing ED >
- Schedules - Worthing UTC >
- Clinics - St Richard's ED >
 - DNU - For Testing Clinic - Dr. Jonathon Burton
- Hide Patient List

Sort	Age	NEWS	PEWS
1h 30m	38y		
52m	76y		
31m	47y	7	

The clinic displays with the slots on the left and the time in the Book column.

4. In the first column, double click a blank coloured slot next to the time to book into this

	11:30
Butcher, Rupert	12:00
	12:30

When the patient arrives for their appointment, you will need to **Arrive** this.

5. Select the patient
6. Select the **Arrival** DEP



Arrival Date and **Arrival Time** are displayed - these can be back dated if required.

7. Click on **Finish**



Arrival time now shows in the Arrive column.

Search (Alt+Q)	ALL	Filter	ET	Sort	Book	Arrive
Butcher, Rupert					12:00	11:47