Record Seen By

1. Select the patient on the tracking grid

2. Select the **Seen by Clinician** DEP
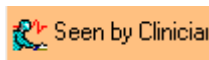
You can also access this DEP by clicking on the orange pen icon in the **Proceed?** and **Clinician** columns for the specific patient.

Ready to Proceed?

3. Double click **Yes - Ready to Proceed** or click on **OK**

4. Check the **Date & Time** and click on **Next>**

5. Select the **Clinician Seen** from the list, you can click into the search box and start typing the clinician seen to filter the list
6. Click on **OK**, or **double click**

7. Click on **Next>**

Expected Treatment Time has to be entered to move forward.

8. Click into the **Expected Treatment Time** and enter the expected time
9. Click on **Next**

10. Click **Finish**

The **Proceed?** and **Clinician** columns now show the time in black.