

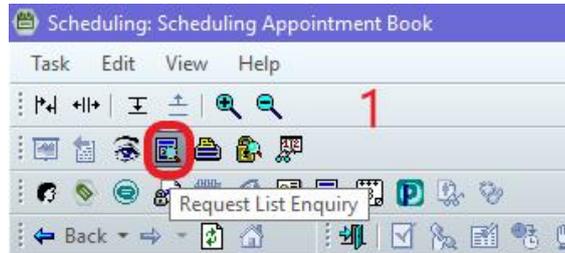
## Paediatrics Neurology – Creating a day case appointment.

### Scenario

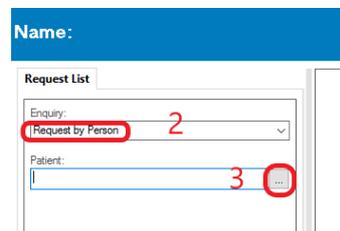
A patient is currently on the day case waiting list and needs an appointment created.

### Open Schapptbook

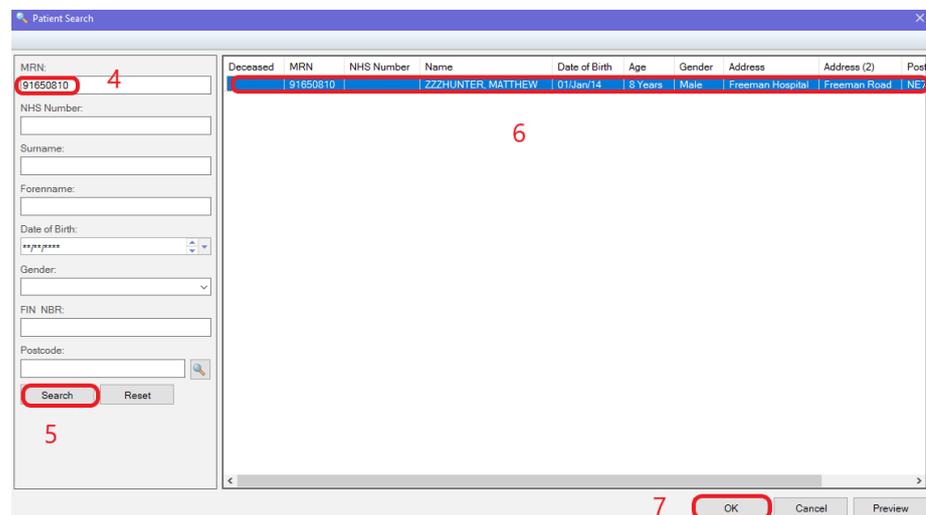
1. Click on **Request List Enquiry**.



2. Set Enquiry to **Request by Person**.
3. Click on the Patient **ellipse**.



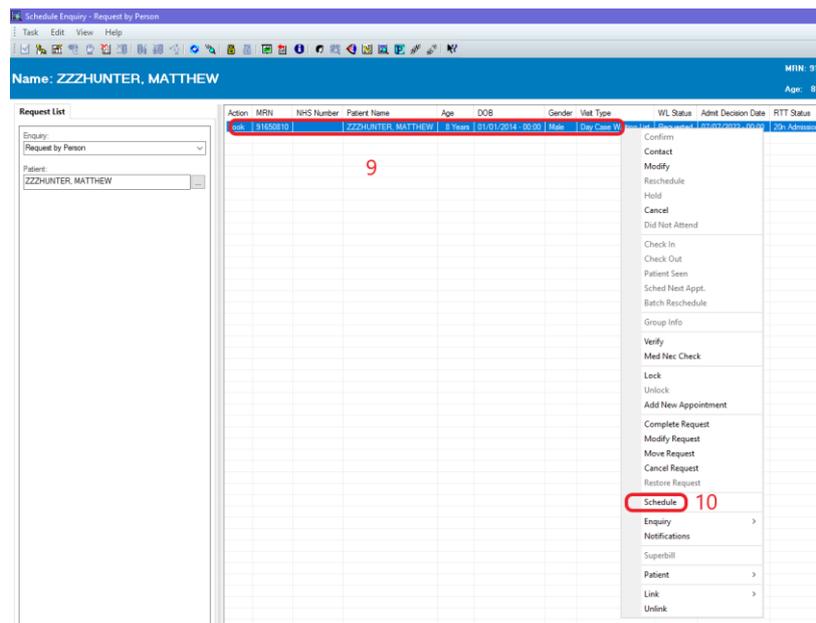
4. Type the patient's **MRN** in the MRN field of the opening Patient Search window.
5. Click **Search**.
6. The **patient's demographics** will appear on the right – hand side of the window – **check you have the correct patient**.
7. Click **OK**.



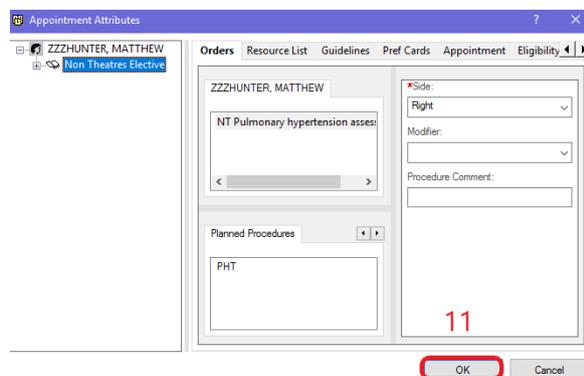
8. The **Patient name** now appears in the Patient field of the Request List, click **Find**.



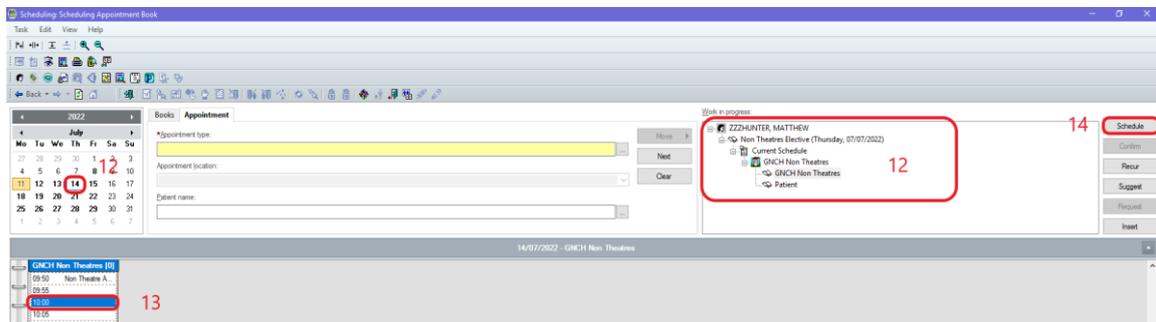
9. Select the **correct pathway** for the patient from the list, then **right-click** to open a window of options.  
 10. Click **Schedule**.



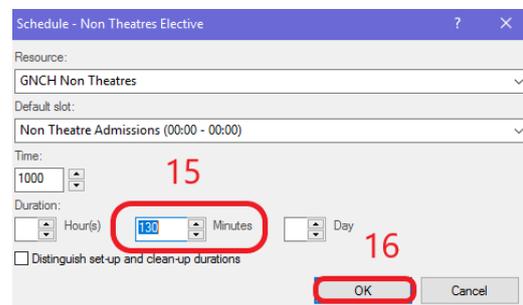
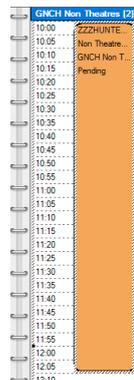
11. The Appointment Attributes window opens, from here you have two options, edit the order if needed then click OK, or **click OK** immediately.



12. The patient details are now appearing in the Work in progress field, select the required **appointment date** from the calendar.
13. Select an **appointment time**.
14. Click **Schedule**.



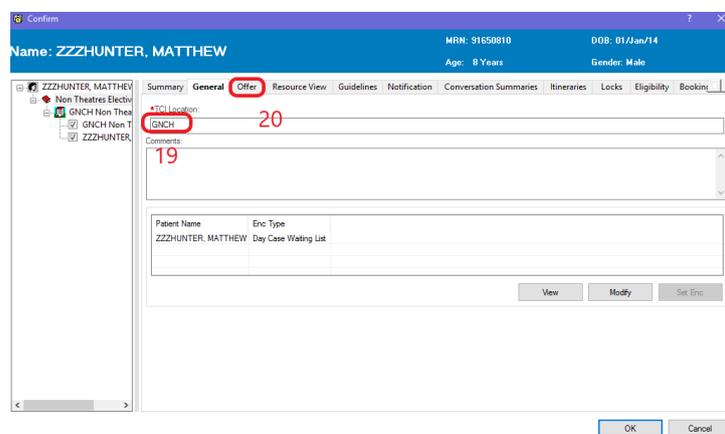
15. Set the **appointment duration** – if fixed clinic slots, no need to.
16. Click **OK**.
17. The appointment slot will now be amber and show **Pending**.



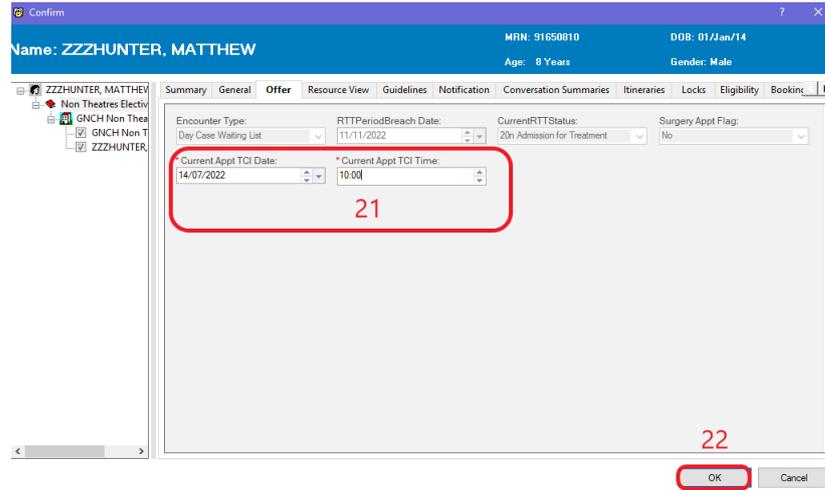
18. Select **Confirm**.



19. Type in the **TCI Location**.
20. Click on the **Offer** tab.



- 21. Input Current Appt TCI Date and Current Appt TCI Time.
- 22. Click OK.



- 23. The appointment has now been confirmed and showing blue.

