



Scheduling bulk appointments using Appointment Booking URL's – SystemOne

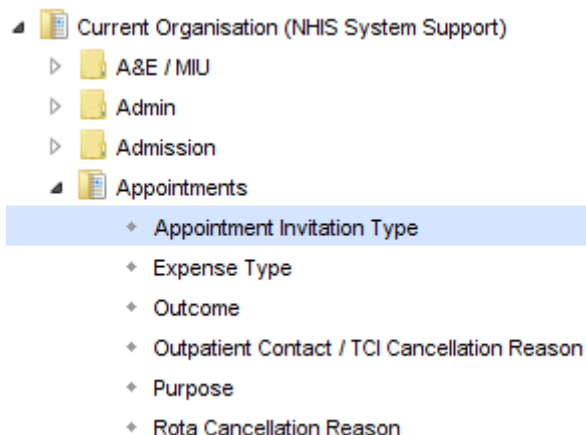
SETTING UP APPOINTMENT INVITATION TYPES

To publish appointments to the appointment booking website and send invitations to patients, you will need to configure the list of available Appointment Invitation Types.

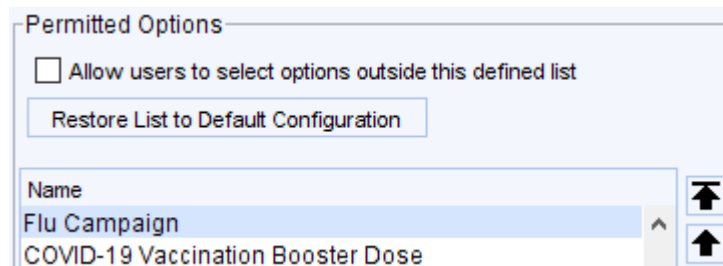
The Appointment Invitation Types allows you to determine which patients can book into which appointment slots. For example, you may wish to run two different rotas, one for your Flu campaign and another later for your COVID-19 Booster vaccinations. This can be done by setting up two different invites, or one session for the Joint clinic for Flu and COVID Booster vaccinations.

Appointment Invitation Types is a configured list which needs to be selected using the following steps:

1. Setup > Users & Policy > Configured Lists
2. From the tree select Appointments > Appointment Invitation Type.



3. Press the Configure List icon and select the appropriate invitation type e.g. Flu Campaign or COVID-19 Vaccination Booster Dose as displayed below. (The appropriate Invitation Types must be visible in the right-hand column where it states Permitted Options).





PUBLISHING APPOINTMENTS TO THE APPOINTMENT BOOKING WEBSITE

Ensure before starting this section you have created and applied the necessary Rotas (write down the Slot & Rota Type used).

Using the organisation preferences (Setup> Users & Policy) you will need to specify the Slot and Rota Types which will be published to the appointment booking website:

1. Organisation Preferences > Appointment > Patient Appointment Invitation
2. Enable sending appointment invitations with a unique URL for each patient

Enable sending appointment invitations with a unique URL for each patient

3. Add the number of days you are permitting your patients to book their Flu/Booster appointment in advance

Permit patients to book appointments in the next days

4. Specify the bookable slot types and rota type.

<input type="radio"/> Allow booking in to all slot types	<input type="text" value="COVID Booster"/>
<input checked="" type="radio"/> Specify bookable slot types	<input type="text" value="FLU"/>
<input type="radio"/> Allow booking in to all rota types	<input type="text" value="COVID Booster"/>
<input checked="" type="radio"/> Specify bookable rota types	<input type="text" value="Flu Clinic"/>

5. Tick the Rota Types you are going to use for each of the Appointment Invitation Types. These will work in conjunction with each other when sending the Appointment Invitation to the patient.

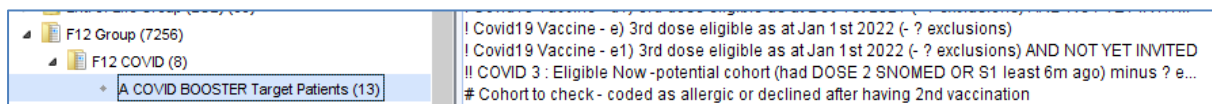
Rota Type	COVID-19 Vaccination Booster Dose	Flu Campaign
111 / Covid / CCAS	<input type="checkbox"/>	<input type="checkbox"/>
Ante Natal Clinic	<input type="checkbox"/>	<input type="checkbox"/>
Baby Clinic	<input type="checkbox"/>	<input type="checkbox"/>
COVID Booster	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Diabetes Clinic	<input type="checkbox"/>	<input type="checkbox"/>
Dr Lauren	<input type="checkbox"/>	<input type="checkbox"/>
early morning	<input type="checkbox"/>	<input type="checkbox"/>
Evening GP	<input type="checkbox"/>	<input type="checkbox"/>
Flu Clinic	<input type="checkbox"/>	<input checked="" type="checkbox"/>



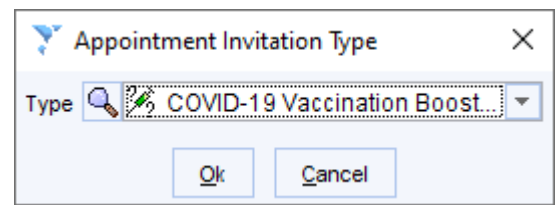
BULK APPOINTMENT INVITATIONS

Bulk appointment invitations can be sent to patients via a clinical report, this will enable patients to book their appointment online.

Please use your current Reports for sending out Flu Appointment Invitations for your patients; For Covid Boosters use the Clinical Reports available in the F12 Group for the appropriate cohorts of patients. For example, within the clinical reporting area of SystmOne under the **F12 group > F12 COVID**. There are COVID Booster Target reports to show the eligibility of patients.

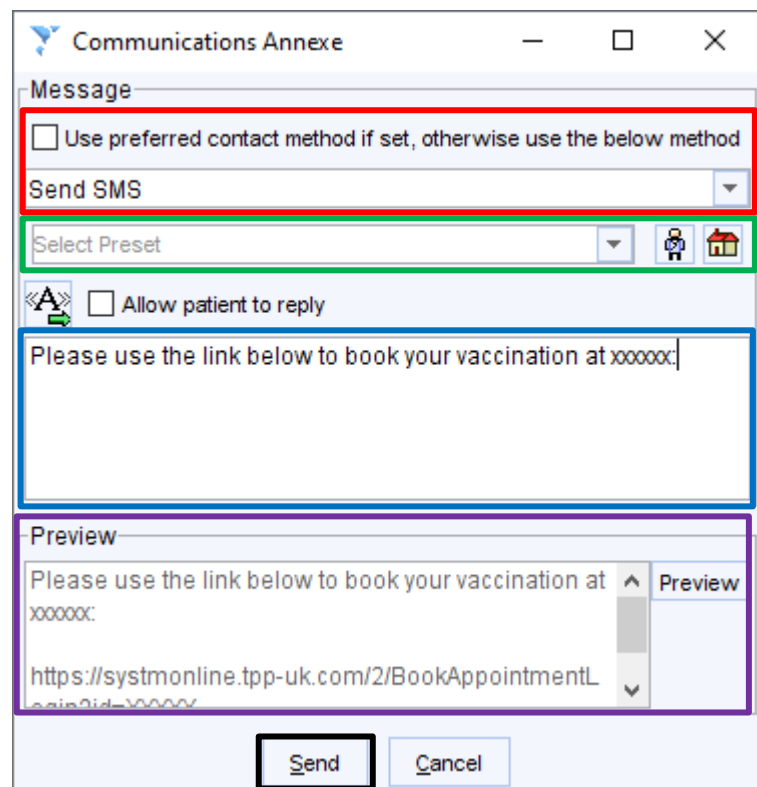


- Run the required report > Show Patients > Highlight patients in the list and right-click > Action > Send Patient Appointment Invitation
- Select the Appointment Invitation Type and Press Ok.



- Use the Communications Annexe to define the delivery method and to compose the message:

1. Select whether the link is **sent by SMS or E-Mail**. Alternatively, you can select to send using the Patients preferred contact method.
2. **Pre-set messages** can be created to save time when sending messages.
3. **Compile the message you wish to send**. NB: The link that is sent to the patient will be valid for 7 days.
4. The **preview** will be shown.
5. Press **Send**.





TRACKING APPOINTMENT INVITATIONS

The status of your appointment invitations can be tracked using the Patient Appointment Invitations Screen. The audit can be accessed through **Audit > Appointments > Patient Appointment Invitations**.

The audit will allow the invitations to be filtered based on a date range, invitation type and appointment status (NB: Press the Refresh button to show results of the filter):

Refresh					
Invitation sent	<input type="text"/>	and	<input type="text"/>	Invitation type	<input type="text"/>
Appointment date	<input type="text"/>	and	<input type="text"/>	Appointment status	<input type="text"/>
					<input type="checkbox"/> Include deleted invitations

Invites that have been listed will provide information relating to the appointment status. If further invites require to be sent to patients, select the specific cohort of patients, **right-click > Actions > Send Patient Appointment Invitation**.