

Hospital Appointments Screen - Right Click Menu

Most functions available in the Appointments Screen can be accessed by selecting the required episode & using your mouse to right click. This menu can also be accessed with a single click on the appointment time which allows users on tablets to access the menu as well.



1. **Make an Appointment** allows users to add a booking
2. **Edit Episode** allows users to amend an existing booking
3. **Copy Appointment** allows users to copy an existing booking & paste it to another time or date
4. **Cut Appointment** allows users to move an existing booking & past it to another time or date
5. **Paste Appointment** allows users to place an appointment that they have previously copied or cut
6. **Episodes** gives a list of all episodes for that patient, along with financial information
7. **Arrived** gives users the ability to mark patients as arrived as they present to the facility
8. **Unarrived** gives users the ability to undo the above function if it has been performed accidentally
9. **Excess/Deposit** is where a receipt for a patient payment can be generated
10. **Admit** is the page where the admission time & information is recorded
11. **Discharge** is the page where the discharge time & information is recorded
12. **Theatre** is the page where all the theatre information including times, item numbers, other services etc are recorded
13. **Coding** is the page that the relevant diagnosis & procedure codes are entered & where the episode can be grouped
14. **Inpatient** is where information regarding scheduled inpatient procedures, bed allocation & leave can be recorded
15. **Certificate** is where Type C, Type B, psychiatric etc certificates can be entered into FYDO to be transmitted electronically via ECLIPSE
16. **Clinical Indicators** is where certain indicators relating to the episode can be recorded. This feature allows for efficient collation of statistical data
17. **Confirmed** gives users the option to make appointments as confirmed
18. **Check List** allows users to mark off tasks easily & efficiently as they are complete e.g., OEC, IFC, Consent Form etc
19. **Send SMS** gives the user the option to send an SMS to the patient or to their pickup person
20. **Chart Labels** is where labels can be printed for the patient chart
21. **Wristband** is where a wristband label can be printed for the patient
22. **Delete Appointment** allows users to remove an appointment from the system. This option does not appear on any reports & is it is only suggested to use this option if the appointment was made in error. *(For all cancelled appointments use the Cancelled field in the appointment screen)*
23. **Document** is where all documents that have been generated in FYDO & have been scanned into FYDO are kept
24. **Create Letter** allows users to create letters in FYDO from preloaded templates
25. **Quick Form** allows users to print other forms that have been loaded into the database. For example, DVA Claim Forms or Discharge Summaries
26. **HC21 Left** will print the side of the HC21 form that the patient must sign

27. **HC21 Right** will print the side of the HC21 form that displays all the codes pertaining to the episode & the side that the Authorising Hospital Officer will need to sign for manual claims
28. **HC21 Back** will print the back of the HC21 form that is required for Certificates
29. **Create Invoice** is where users will go to invoice the episode
30. **IFC** is where users will go to generate an Informed Financial Consent for the episode
31. **OEC** is where users will go to perform an Online Eligibility Check for the patient for that admission
32. **EMR** will be displayed if the facility integrates with an external Electronic Medical Record system