

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	M
2	Create from Waitlist	
3	Edit Appointment	E
4	Copy / Cut / Paste / Delete	>
5	Episodes	
6	Documents	
7	Chart Tracking	
8	EMR	F9
9	OEC	O
10	IFC	F
11	Send SMS	>
12	Confirmed	
13	Unarrived	
14	Admit	A
15	Excess / Deposit	P
16	Theatre	T
17	Discharge	D
18	Coding	G
19	Create Invoice	>
20	Rehab Screen	B
21	Check List	>
22	Inpatient	
23	Certificate	
24	Clinical Indicators	N
25	Print Chart Label	>
26	Print Wristband	>
27	Quick Form	
28	HC21	>
29	Create Letter	

1. **Make an Appointment** allows users to add a booking
2. **Create from Waitlist** allows a booking to be made using a patient on the Waitlist
3. **Edit Appointment** allows users to amend an existing booking
4. **Copy / Cut / Paste / Delete** allows users to copy, cut or past an existing booking or delete
5. **Episodes** gives a list of all episodes for the selected patient, along with financial information

6. **Documents** displays all documents that have been generated in or scanned into FYDO
7. **Chart Tracking** allows for chart movement to be tracked
8. **EMR** will be displayed if the facility integrates with an external Electronic Medical Record system
9. **OEC** is where users will go to perform an Online Eligibility Check for the patient for that admission
10. **IFC** is where users will go to generate an Informed Financial Consent for the episode
11. **Send SMS** gives the user the option to send an SMS to the patient or to their pickup person
12. **Confirmed** gives users the option to make appointments as confirmed
13. **Arrived / Unarrived** gives users the ability to mark patients as arrived as they present to the facility
14. **Admit** is the page where the admission time & information is recorded
15. **Excess/Deposit** is where a receipt for a patient payment can be generated
16. **Theatre** is where all the theatre times, item numbers and other services etc. are recorded
17. **Discharge** is the page where the discharge time & information is recorded
18. **Coding** is the page that the relevant diagnosis & procedure codes are entered & where the episode can be grouped
19. **Create Invoice / Other Service Only Invoice** is where users will go to invoice the episode
20. **Rehab Screen** is used for recording rehabilitation information
21. **Check List** allows users to mark off tasks easily & efficiently as they are complete e.g., OEC, IFC, Consent Form etc
22. **Inpatient** is where information regarding scheduled inpatient procedures, bed allocation & leave can be recorded
23. **Certificate** is where Type C, Type B, psychiatric etc certificates can be entered into FYDO to be transmitted electronically via ECLIPSE
24. **Clinical Indicators** is where certain indicators relating to the episode can be recorded. This feature allows for efficient collation of statistical data
25. **Print Chart Label** is where labels can be printed for the patient chart
26. **Print Wristband** is where a wristband label can be printed for the patient
27. **Quick Form** allows users to print other forms that have been loaded into the database. For example, Discharge Summaries
28. **HC21 (Left, Right and Back)** for the patient to sign (*left*), for the facility to complete and sign (*right*) and for the surgeon to complete if a certificate is required (*back*)
29. **Create Letter** allows users to create letters in FYDO from preloaded templates