

Create an Activity Type

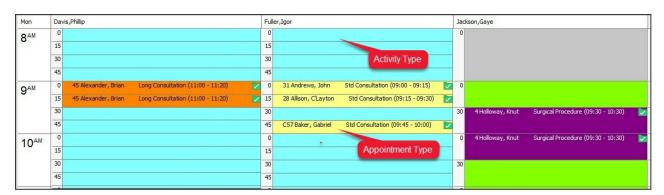
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Create an Activity Type for a schedule. The Activity Type determines the types of appointments that should be booked in that scheduled time. For example, a "Consultation" Activity Type could be created for a schedule that the practitioner only wants used for Short Consultation and Long Consultation Appointment Types.

Overview

A practitioner's **Schedule** in the Appointment Book is allocated an **Activity Type** with a colour, for example, blue for Consultation time and purple for Theatre time. This tells staff what **Appointment Types** they should book in the doctor's schedule. Appointment types have a colour that replaces the colour of the Activity Type in the **Appointment Book**.

Example: A practice has a green Activity Type - Theatre used for the Appointment Type > Surgery and a <u>blue</u>
Activity Type - Consultation used for the Appointment Types: Long Consultation-30min, Std Consultation-15min and New Patient-30min. Reception wants to book a Std Consultation and sees 2 doctors with a <u>blue</u> schedule and 1 doctor with a <u>green</u> schedule, and make the appointment in a blue block of time.



To create an Activity Type:

- 1. Go to Zedmed's Management tab.
- 2. Select Practice Setup then Appointments > Activity Types.

The **Appointment Activity Types** screen will open.

3. Select New.

The New Appointment Activity screen will open.

- 4. In the **Description** field, enter a description for the activity type.
- 5. Select Set Text Colour.
- 6. Select a colour from the palette and **OK** to save it.
- 7. Select Set Background Colour.
- 8. Select a colour from the palette and **OK** to save it.

This colour will be applied to blocks of time scheduled using this activity type in the Appointment Book.

- 9. Select Close to save and exit.
- 10. Log out and back into Zedmed to start using the new Activity Type.

