

Appointment display options

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The **Appointments Display Options** screen is used to change how appointments are displayed.

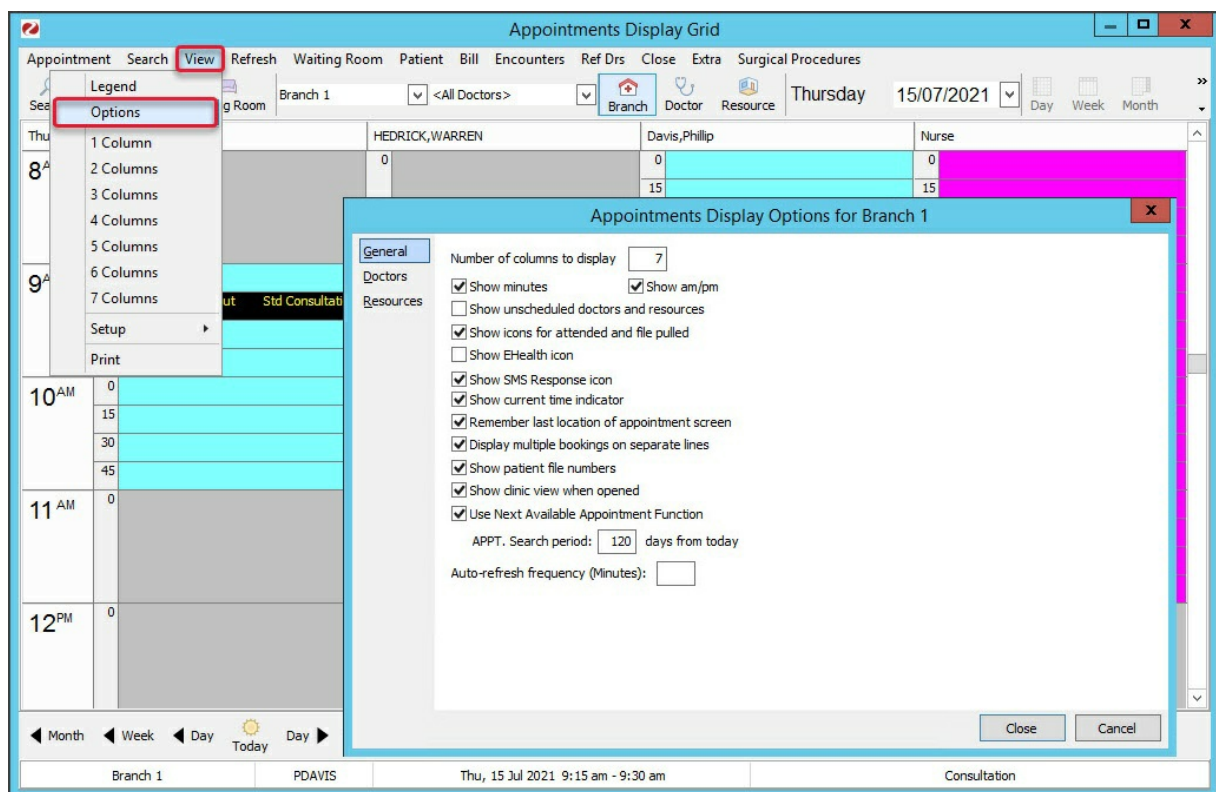
To change the appointment display options:

1. Go to Zedmed's **Reception** tab.
2. Select **Appointments**.

The **Appointments Display Grid** screen will open.

3. Select **View > Options**.

The **Appointments Display Options** screen will open.



General tab

- **Number of columns to Display**

Controls how many doctors' and resource columns will be shown in the Branch View. More doctors can be working on one day than the number of columns set, but it will be necessary to use the scroll bar at the bottom of the display window to see the extra doctors. Up to 20 doctors' columns can be shown in the Branch view.

- **Show Minutes**

This turns on/off the "minutes" that show between each doctors column. If all your doctors work on the same time slot (say 10 minutes), then you can have more space for each column by turning off the display.

- **Show AM / PM**

Change the time view on the left-hand column from 24hr time to 12hr time e.g. 2:00 pm instead of 14:00.

- **Show Unscheduled Doctors and Resources**

If a doctor is not working on a particular day it is debatable whether to show a column for them. In a manual diary, a column would appear with a line through it. If you have, say, 7-8 doctors that work at the practice, but only 4-5 on any one day, suppressing the blank columns (non-working days) will improve the appearance of the Branch Display and the width of each doctor's column.

- **Show Icons for attended and file pulled**

When a patient has been marked as attended either the colour of their time slot can be changed (often to a green colour) or else a "tick" icon can be placed against the slot. Similarly, a "file pulled" icon can be shown.

- **Show Multiple Bookings on Separate Lines**

Multiple bookings on a one-time slot can either be shown concatenated on one line across the page or starting on separate lines.

- **Show Patient File Numbers**

Practices that use numeric filing systems generally like to be able to see file numbers on the screen to help with pulling files, whereas those that file alphabetically do not.

- **Show Clinic View when Opened**

The normal view for a multi-doctor practice may be the Branch Surgery view with several columns one for each doctor. However in their consulting rooms, doctors may just want to see their own bookings for a day or a week at a time. De-activating this option re-displays the Appointments screen, on opening it, how it was last seen – in other words it memorises the settings that applied before. This means that a doctor will only get their own patients, but a receptionist will be returned to the Branch, multi-doctor view, if that was what they were in last time they left the appointment screen.

- **Use Next Available Appointment Function**

Once this option is flagged, also set the default search period underneath. Now you are ready to search for the next available appointment slot by clicking on Search, Next Available time, select the appropriate criteria eg. doctor, morning or afternoon, appointment type etc. Search.

Doctors tab

- **Doctor Groups**

It is sometimes convenient to see a sub-set of the working doctors on a day eg just lady doctors or those with O&G qualifications. You can create and name a doctor group and then add doctors into it. One doctor can belong to several, different doctor groups.

- **Doctor and Resource Display Sequences**

Controls in what order doctors appear in the Branch View. It is usually best to have the senior or full-time doctors on the left side (top of list) and the part-timers and locums towards the right side of the screen (bottom of list). Doctors will always display before Resources (from left to right on the screen).