Start and finish an encounter

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Log into Zedmed and review your appointments

1. Open **Chrome**, and in the browser, type **zedcloud.com.au**

2. Log into Zedmed Cloud	3. Log into the Zedmed Application
a) Enter your **Zedmed Cloud** credentials: **UN:** first name initial + last name (tjones@zedcloud.com.au) **PW:** three unassociated words (unless changed) b) Approve the DUO 2FA on your mobile phone. c) Select the Zedmed Cloud tile. d) Wait while the session prepares. Zedmed will open.	a) Enter your **Zedmed Application** credentials: UN: last name + first name initial PW: Welcome1 b) Change your password if prompted. c) If prompted - select the Outpatients Branch and d) If required, tick the box to set as Default Branch.

4. Click the **Appointments button** to review your appointments.

5. Close the **Appointment Grid** by clicking the cross '**X**' on the top right.

6. Select the **Clinical Records** button at the bottom left. Clinical Records will open.

Start the encounter and consult

1. Select the **Waiting room** icon on the top menu.

Your attended patients will be shown. Telehealth patients are attended at the start of the day.

2. **Double-click** the patient you are ready to see.

3. The patient's clinical record will open, and the encounter will start.

4. In the **RFE** field, enter a reason for the encounter. You can now conduct your consultation.

End the encounter and bill

1. Select the red **Stop** button on the top right. The **Billing wizard** will open.

2. Under **Attendance Notes**, indicate if the patient is bulk billed or privately billed. Add rebooking instructions.

3. Select **OK**. Reception will be advised on how to bill and if rebooking is required.

4. Select the **Close Patient** icon. (See screenshot above).

5. Select **Waiting Room** to admit your next patient.

Note: The previous patient will disappear from the Waiting Room once billed.

Monitoring Appointments

Select the **Windows** icon on the cloud menu to toggle between **Clinical** and **Office**.

In Office, select **Appointments** to view your appointments.