

OLA quick setup guide

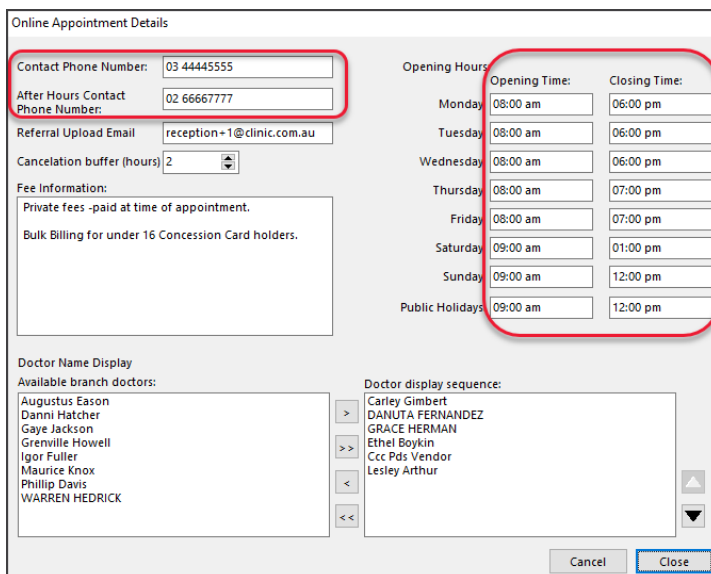
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This guide covers the minimum steps required to get OLA up and running.

Once you have started using OLA, you can review all features and options in the [Full OLA setup guide](#).

Step 1 - Add the clinic information to be displayed in OLA

1. Select **Practice Setup > Branches**.
2. In the **Name** field at the top, select the branch you are configuring OLA for.
3. Select the **Online Appointment Details** button.
4. In **Online Appointment Details** update the following fields:
 - **Contact Phone number** (and **After Hours** if applicable).
 - **Opening Hours** using the format shown.
 - Optional: Add any **Fee Information**.
5. Select **Close** to save and exit.



Online Appointment Details

Contact Phone Number: 03 4445555

After Hours Contact Phone Number: 02 6667777

Referral Upload Email: reception+1@clinic.com.au

Cancellation buffer (hours): 2

Fee Information:

Private fees -paid at time of appointment.

Bulk Billing for under 16 Concession Card holders.

Opening Hours

	Opening Time:	Closing Time:
Monday	08:00 am	06:00 pm
Tuesday	08:00 am	06:00 pm
Wednesday	08:00 am	06:00 pm
Thursday	08:00 am	07:00 pm
Friday	08:00 am	07:00 pm
Saturday	09:00 am	01:00 pm
Sunday	09:00 am	12:00 pm
Public Holidays	09:00 am	12:00 pm

Doctor Name Display

Available branch doctors:

Augustus Eason
Danni Hatcher
Gaye Jackson
Grenville Howell
Igor Fuller
Maurice Knox
Phillip Davis
WARREN HEDRICK

Doctor display sequence:

Carley Gimbert
DANUTA FERNANDEZ
GRACE HERMAN
Ethel Boykin
Ccc Pds Vendor
Lesley Arthur

Cancel Close

- The screenshot below shows how this information is displayed in OLA.
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Branch 3

Centre Details
2 Branch 3 Street
East Melbourne

Contact Number
[0491 570 00](tel:049157000)

Opening Hours

Monday:	8:00am - 5:00pm
Tuesday:	8:00am - 5:00pm
Wednesday:	8:00am - 5:00pm
Thursday:	8:00am - 5:00pm
Friday:	8:00am - 5:00pm
Saturday:	Closed
Sunday:	Closed
Public Holiday:	Closed

In case of emergency call [000](tel:000)

West [stage] Medical Centre

Clinic Practitioner

Next available: Today 2:45pm (AEDT)

Please call our Reception team on: [0491 570 00](tel:049157000)

Next available: Tomorrow 8:00am (AEDT)

Step 2- Enable a practitioner and add information to be displayed

1. Open Doctors Details.

Select **Practice Setup > Doctors > Find Treating Doctors** then Find and open the doctor.

2. Enable the practitioner for OLA by selecting the **Available Online** tickbox.

3. Verify the following fields are completed. The practitioner will not appear in OLA if any of these are not completed:

- **Title.**
- **Family Name and Given Name.**
- **Dr Code.**
- A valid **HPI-I** number.

If the practitioner has no HPI-I number, use **Generate** to create a **Practitioner ID** (an OLA-specific identifier).

4. Complete the following OLA information fields. The practitioner will not appear in OLA if any of these are not complete:

- **Qualification** field. Use a comma between each item.
- **Biographic Information.** This button opens the Biographic screen, where medical interests and languages are added.

The Practitioner's photo is also added here and should be added later, as detailed in the full setup guide.

5. Select **Close** to save your changes.

Doctor Details

Identity

Family Name

Given Names

Title

EHealthID (HPI-I)

ABN/Bus. Name

AHPRA Num.

Home Address

Suburb

Phone Numbers

Home Phone

Home Fax

Mobile Phone ☒ SMS Appt. Confirmation

Clinical Settings

Qualification

Prescriber No

Email Address

Online Appointment System

Practitioner ID

Practice

Dr Code ☒ HIC Registered ☒ HIC Online ☐ DVA Registered ☐ REI Registered

Default Item #

Fee type override

Dr Type

Branches

Branch

Bank List

MA Format

Provider # Other Provider #

Claiming Locked ☒ Active

Ex Entity ID

Provider Type ☒ Available Online

Booking time buffer (in minutes)

Employment

No Employment

☐ External Primary Surgeon Only

☐ Show Code on Appt. Screen

Text for specialty treatment

Step 3 - Enable each Appointment Type for OLA

Each Appointment Type must be enabled for OLA, and each doctor must be made available for each Appointment Type.

1. Open the **Appointment Type Settings**.

Practice Setup > Appointments > Appointment Types.

2. Select an **Appointment Type** to be made available for OLA.
3. Select **Available Online**.
4. Respond to the prompt asking if you want to make all doctors available.
5. Optional: Select **Referral Letter Required** if you want to prompt patients to upload a document with this Appointment Type.

6. Repeat the steps for each **Appointment Type**.
7. Select **Close** to save and exit.

Step 4 - Enable each practitioner's scheduled time for OLA

Each practitioner's scheduled time must also be enabled for OLA - even if the doctor has selected for an Appointment Type.

1. Open the **Set Schedules for Doctor or Resource** screen.
Select **Practice Setup > Appointments > Schedules**.
2. Select the **doctor**.
3. Select the **Schedule**.
4. Select the **Session**.
5. Select **Available Online**.

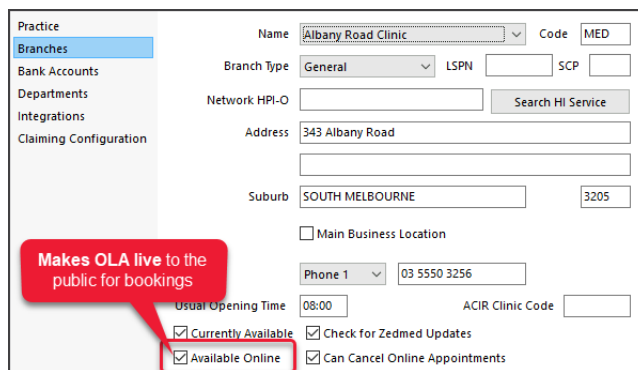
Important: check that all active schedules have been reviewed and the session made available as required.

6. Repeat all of these steps for each doctor.
7. Select **Close** to save and exit.

Step 5 - Make OLA live

Once everything is set up and ready, the final tick makes OLA live for the public to start making bookings.

1. Select **Practice Setup > Branches**
2. **Tick Available Online.**



The screenshot shows the 'Branches' setup form in Zedmed. The left sidebar has 'Branches' selected. The form fields include: Name (Albany Road Clinic), Code (MED), Branch Type (General), LSPN, SCP, Network HPI-O, Address (343 Albany Road), Suburb (SOUTH MELBOURNE, 3205), Main Business Location (unchecked), Phone 1 (03 5550 3256), Usual Opening Time (08:00), and ACIR Clinic Code. At the bottom, there are three checkboxes: 'Currently Available' (checked), 'Available Online' (checked and highlighted with a red box), 'Check for Zedmed Updates' (checked), and 'Can Cancel Online Appointments' (checked). A red callout box with the text 'Makes OLA live to the public for bookings' points to the 'Available Online' checkbox.