Log an Appointment

kinseed

Learn how to log an appointment within MediWork

⚠ **Important!**

The Appointments function in MediWork allows you to log appointments against episodes and records, so you can keep a record of when you interacted with people under Occupational Health Management. **Appointments in MediWork do not currently send invites or get added to calendars - they are for record keeping purposes only.**

ⓘ The upcoming 2.0 release of MediWork will include a full calendar and invite functionality for Appointments - Kinseed will communicate with you and your team when this feature is ready.
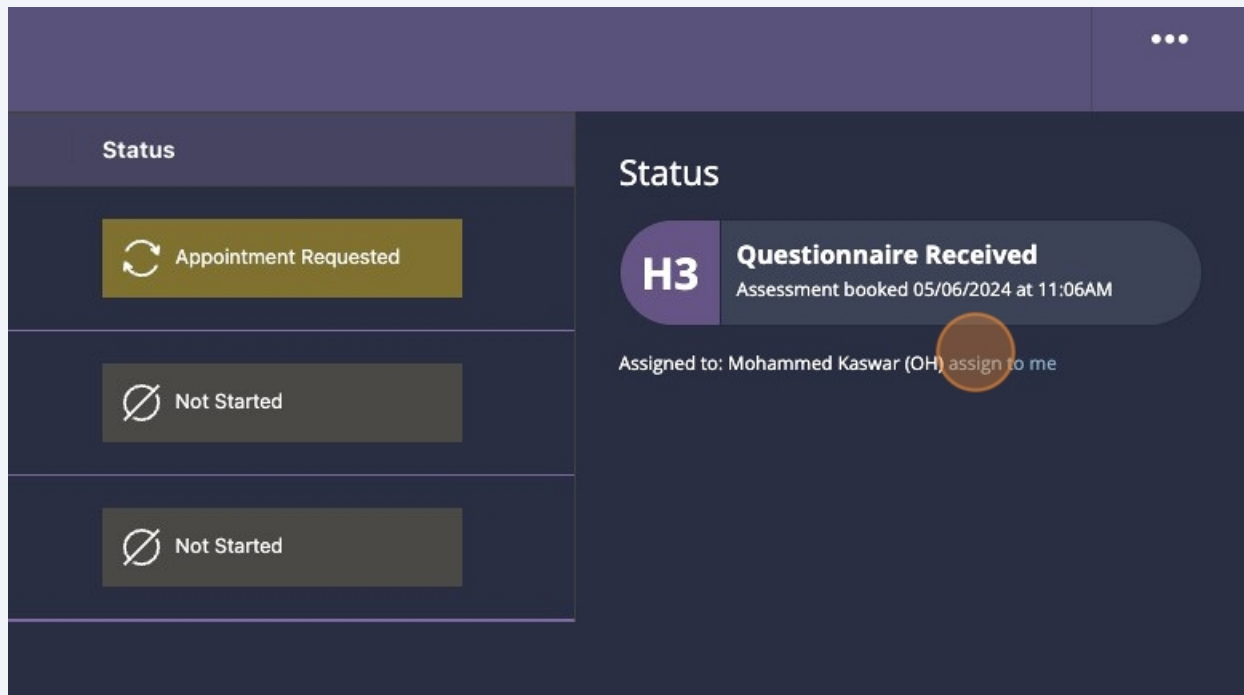
1 Open an episode for any person where you need to log or manage appointments

2 If the episode is not currently assigned to you, click **Assign to me**
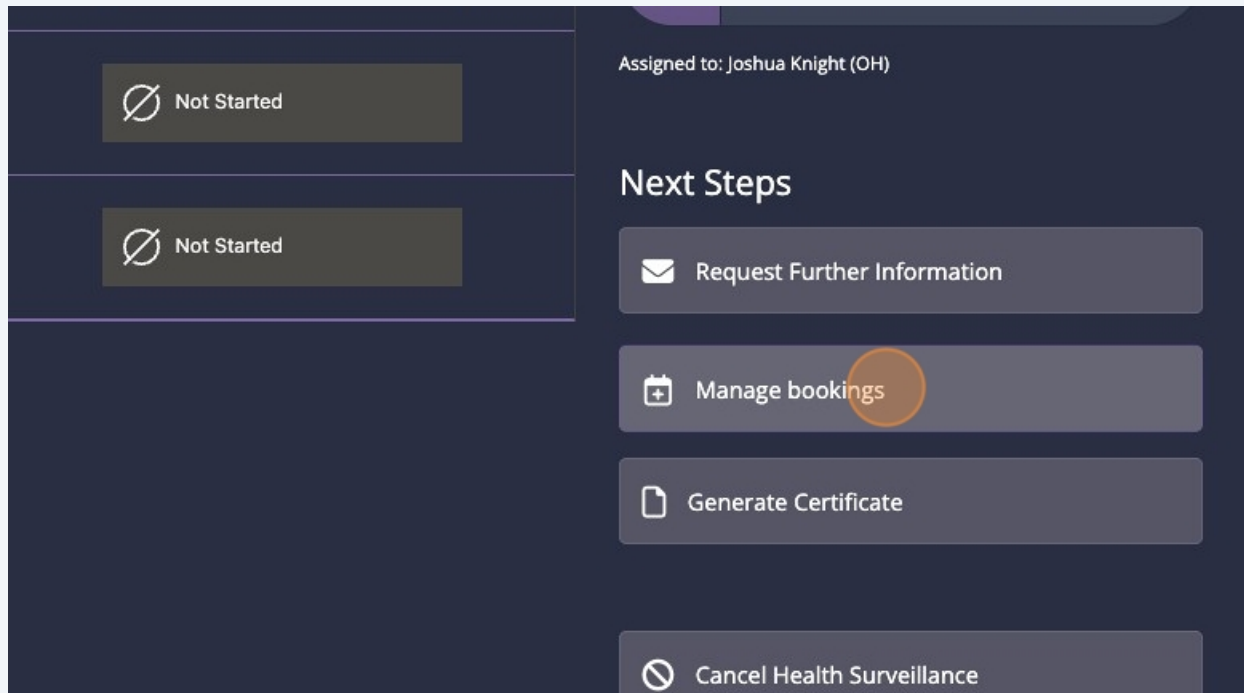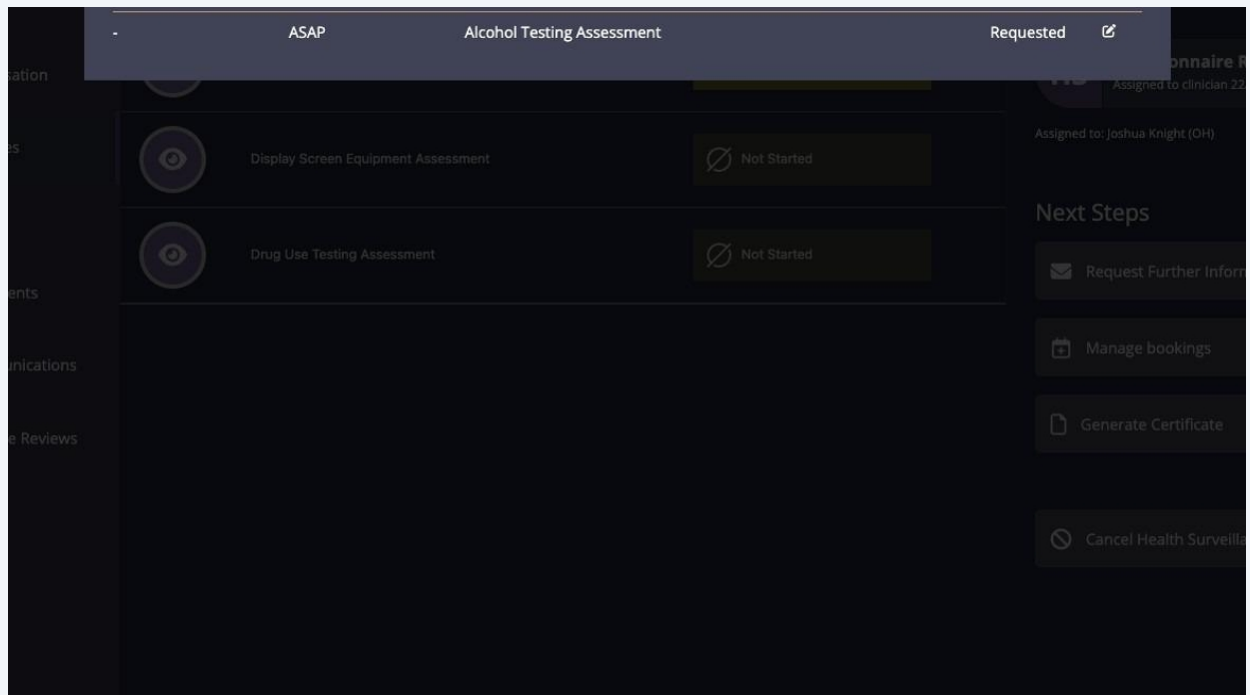

3 Click "Ok"
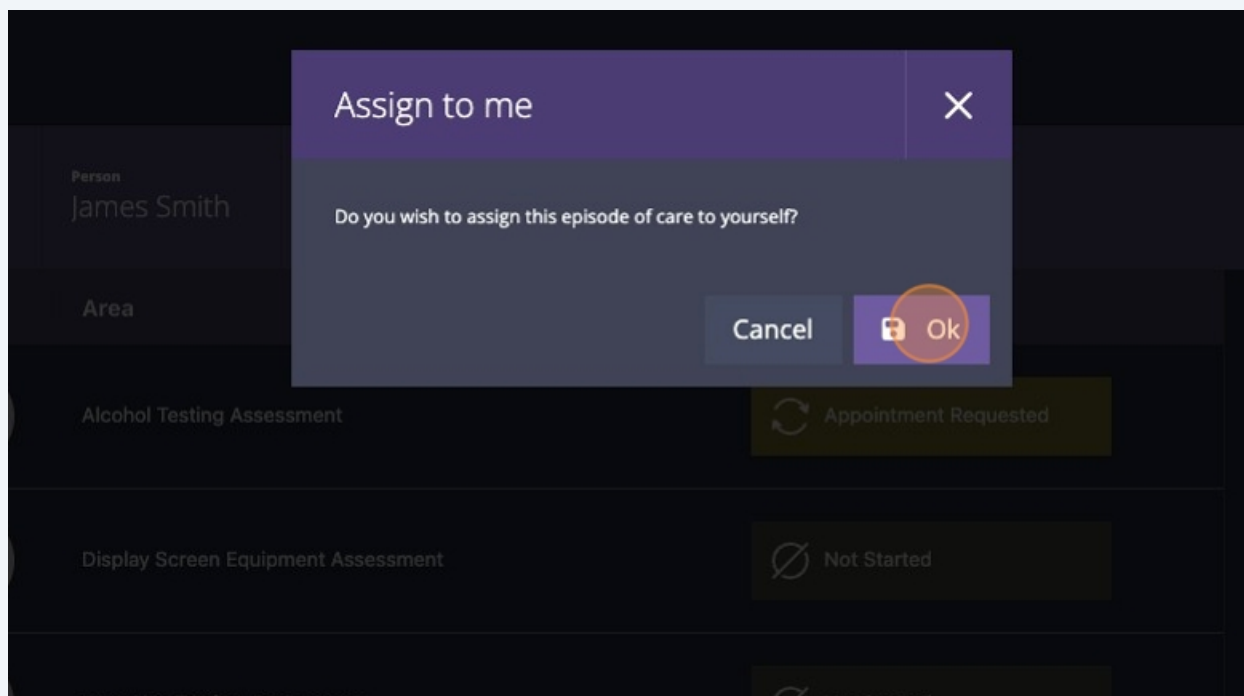
Assigning an episode to yourself marks you as the last person to take action on the episode, and allows you to make changes / progress the episode with the Next Steps button
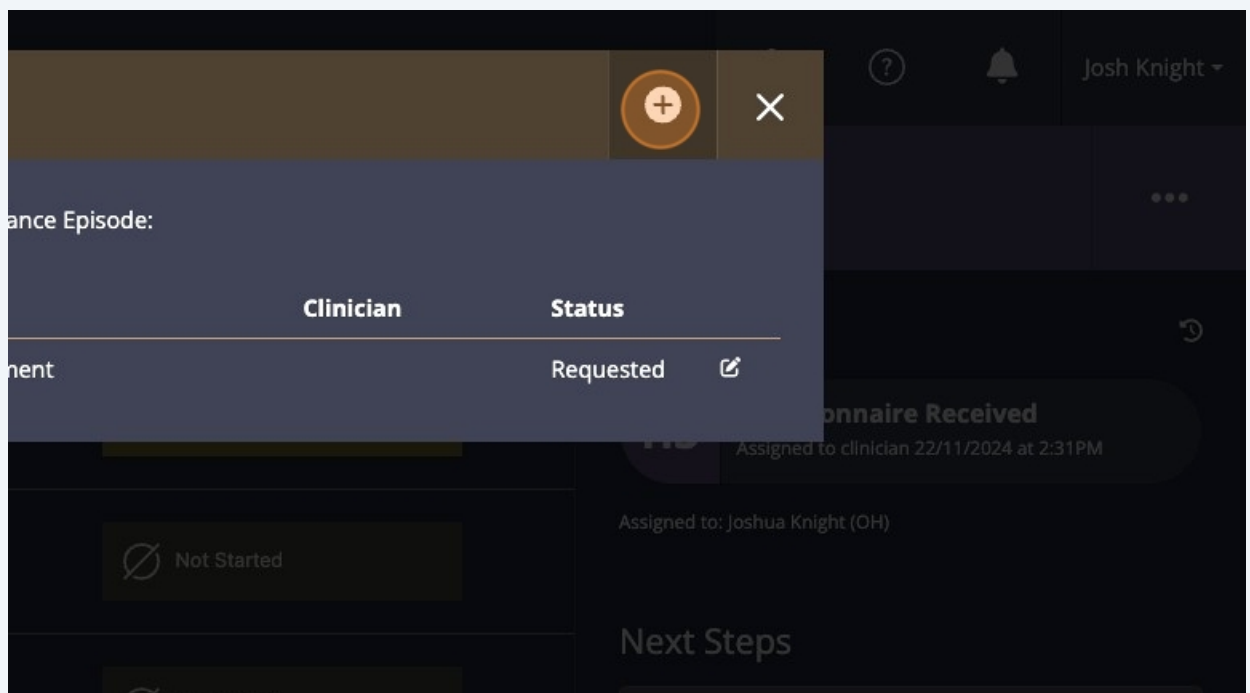
4 Click "Manage bookings"

5 You will see a list of bookings already logged against this episode

Adding a new Appointment

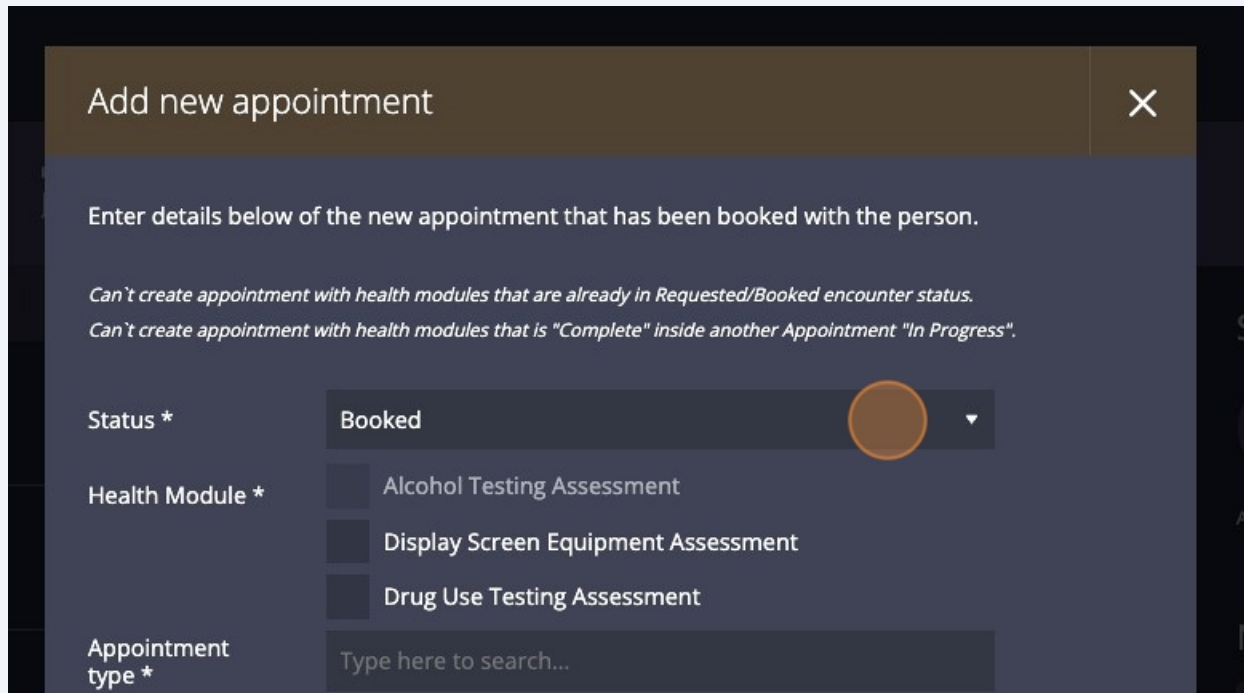**6** To add a new appointment, click the **Add appointment** button

7 Select the type of appointment:

Requested appointments have not yet been booked, and are ready for a team member to make the booking.

Booked appointments have been booked in the diary, and are ready to take place.
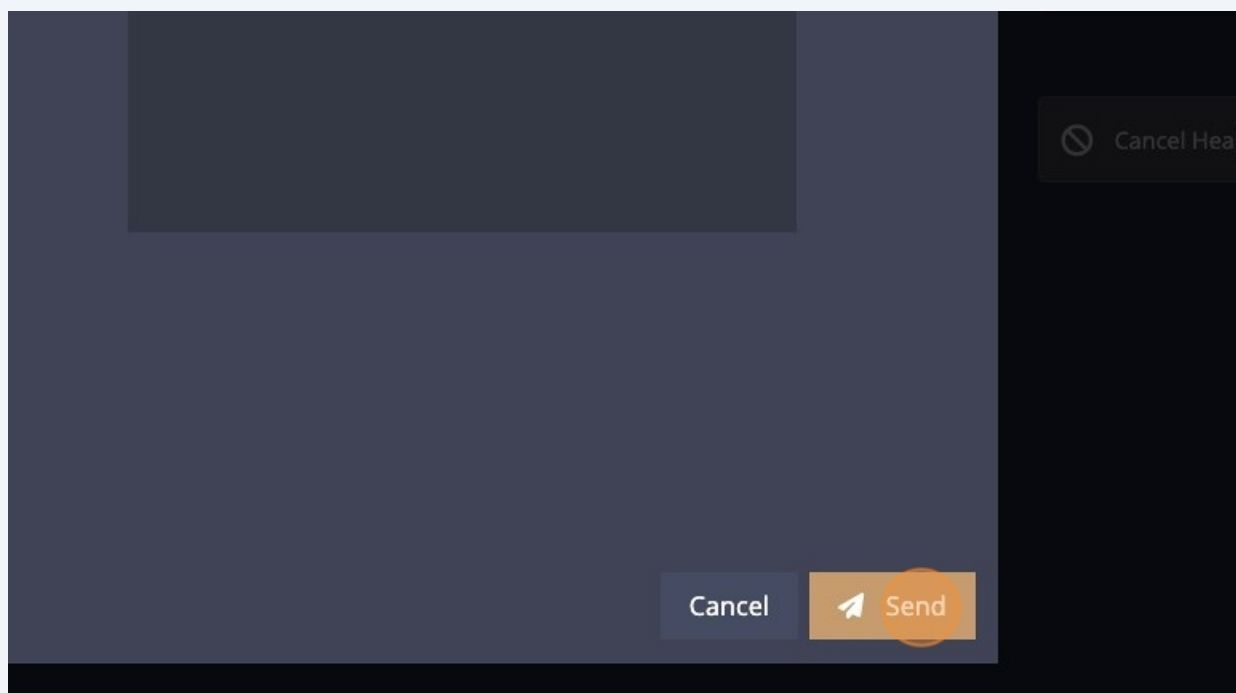
8 Fill in the rest of the details of the appointment. Depending on the type of episode (Pre-placement, Health Surveillance, Case, Immunisation), you may need to select other information - like which Health Module or Immunisation this appointment is relating to.

9 When ready, click "Send"

| 10 | The appointment is now added to the list. **Remember - this does not send an invitation to the person: you need to book and manage the appointment in a separate tool, like Outlook, to physically arrange the invitation.** |

Updating an existing appointment

| 11 | Click the edit button next to an existing appointment |

12 Make whichever changes you need to make to the appointment, and click "Save"

13 Your appointments are now updated, and where appropriate, Episodes will reflect their new status