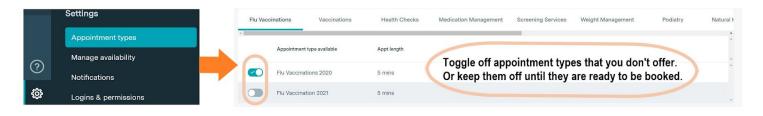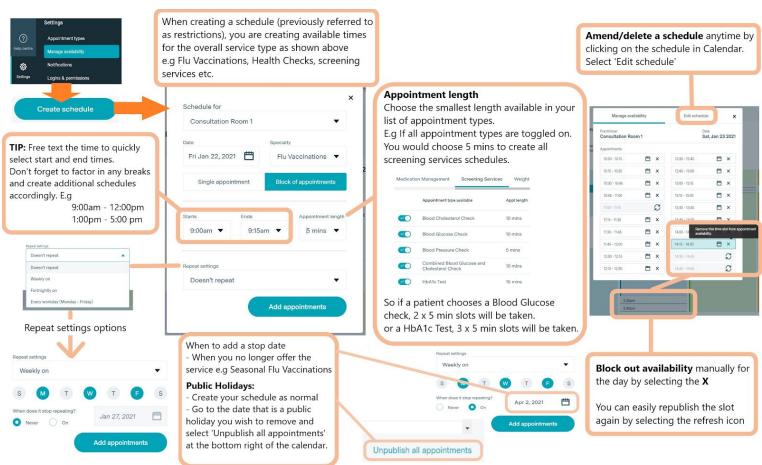## Useful Links

🏠 **Practice Admin** - healthengine.com.au/appointment/admin/

💬 Help **Chat to HealthEngine** - Need help? Chat to us live directly through Practice Admin by clicking the help icon

✏️ **Email HealthEngine** - corporate@healthengine.com.au

Services & Appointment Types

Settings
- Appointment types
- Manage availability
- Notifications
- Logins & permissions

Flu Vaccinations | Vaccinations | Health Checks | Medication Management | Screening Services | Weight Management | Podiatry | Natural H

Appointment type available	Appt length
Flu Vaccinations 2020	5 mins
Flu Vaccination 2021	5 mins

Toggle off appointment types that you don't offer. Or keep them off until they are ready to be booked.

Calendar - Schedules

Settings
- Appointment types
- Manage availability
- Notifications
- Logins & permissions

Create schedule

When creating a schedule (previously referred to as restrictions), you are creating available times for the overall service type as shown above e.g Flu Vaccinations, Health Checks, screening services etc.

Schedule for
Consultation Room 1

Date Fri Jan 22, 2021
Specialty Flu Vaccinations

Single appointment | **Block of appointments**

TIP: Free text the time to quickly select start and end times. Don't forget to factor in any breaks and create additional schedules accordingly. E.g
9:00am - 12:00pm
1:00pm - 5:00 pm

Starts 9:00am **Ends** 9:15am **Appointment length** 5 mins

Repeat settings
Doesn't repeat
- Doesn't repeat
- Weekly on
- Fortnightly on
- Every workday (Monday - Friday)

Repeat settings options

Repeat settings
Doesn't repeat

Add appointments

Appointment length
Choose the smallest length available in your list of appointment types.
E.g If all appointment types are toggled on. You would choose 5 mins to create all screening services schedules.

Medication Management | **Screening Services** | Weight

Appointment type available	Appt length
Blood Cholesterol Check	10 mins
Blood Glucose Check	10 mins
Blood Pressure Check	5 mins
Combined Blood Glucose and Cholesterol Check	10 mins
HbA1c Test	15 mins

So if a patient chooses a Blood Glucose check, 2 x 5 min slots will be taken. or a HbA1c Test, 3 x 5 min slots will be taken.

Amend/delete a schedule anytime by clicking on the schedule in Calendar. Select 'Edit schedule'

Manage availability | Edit schedule
Practitioner Consultation Room 1 | Date Sat, Jan 23 2021

Appointments
10:00 - 10:15	12:30 - 12:45
10:15 - 10:30	12:45 - 13:00
10:30 - 10:45	13:00 - 13:15
10:45 - 11:00	13:15 - 13:30
11:00 - 11:15	13:30 - 13:45
11:15 - 11:30	14:00 - 14:00
11:30 - 11:45	14:00 - [Remove this time slot from appointment availability]
11:45 - 12:00	14:15 - 14:30
12:00 - 12:15	14:30 - 14:45
12:15 - 12:30	14:45 - 15:00

2:30pm
2:45pm

Repeat settings
Weekly on
S T **W** T **F** S
When does it stop repeating?
Never On — Apr 2, 2021

Add appointments

Repeat settings
Weekly on
S **M** T **W** T **F** S
When does it stop repeating?
Never On — Jan 27, 2021

Add appointments

When to add a stop date
- When you no longer offer the service e.g Seasonal Flu Vaccinations

Public Holidays:
- Create your schedule as normal
- Go to the date that is a public holiday you wish to remove and select 'Unpublish all appointments' at the bottom right of the calendar.

Unpublish all appointments

Block out availability manually for the day by selecting the **X**

You can easily republish the slot again by selecting the refresh icon

Book a walk-in patient

➕

view reschedule delete appointments

Select the schedule/service you want to book. Then click on the calendar icon beside the time to open up the booking form

Manage availability | Edit schedule
Practitioner Consultation Room 1 | Date Sat, Jan 23 2021

Appointments
10:00 - 10:15	12:30 - 12:45
10:15 - 10:30	12:45 - 13:00
10:30 - 10:45	13:00 - 13:15
10:45 - 11:00	13:15 - 13:30
11:00 - 11:15	13:30 - 13:45
11:15 -	- 14:00
11:30 - 11:45 [Open the booking form for this slot]	14:0 - 14:15
11:45 - 12:00	14:15 - 14:30
12:00 - 12:15	14:30 - 14:45
12:15 - 12:30	14:45 - 15:00

Who is this appointment for?
Myself | Someone else

Choose this if you are booking on behalf of the patient

Choose this if the customer is booking on behalf of the patient. E.g parent/guardian/cargiver

To view, reschedule or delete a booking, select the corresponding schedule and select the below options

Manage availability | Edit schedule
Practitioner Consultation Room 1 | Date Mon, Jan 25 2021

Appointments
8:00 - 8:15	9:00 - 9:15
8:15 - 8:30	9:15 - 9:30
8:30 - 8:45 ➕ 👁 ✏️ 🗑	9:30 - 9:45
8:45 - 9:00	9:45 - 10:00

➕ **Add multiple bookings to the same time slot.** E.g Family bookings

👁 **View** a booking

✏️ **Reschedule** a booking

🗑 **Delete** a booking