



# How to set up Appointment Mapping in EMIS

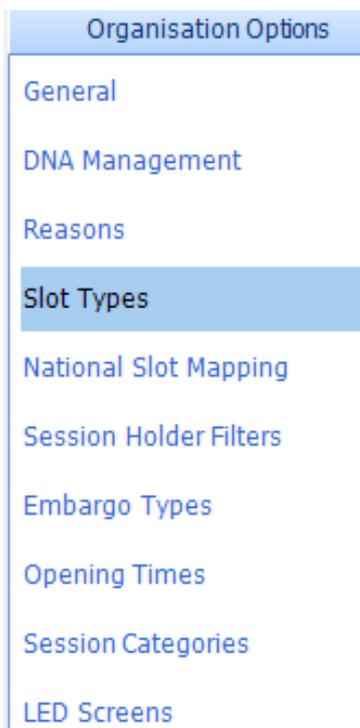
## Step-by-step

1. You will need to create slot types first, before creating sessions.

In your appointment book, click on 'Appts Config' at the top:



2. Click on the 'Add' tab at the top, then 'Slot Types':





3. The following dialogues box will appear:

Slot Type Details

\* Name: Care Home Visit

Bookable Slot:

Status Type: Appointments

Embargo Type:

Foreground colour: [Black]

Background colour: [Pink] Preview

Slot Alert:

Allow auto DNA:

Send Notification:

Icon: none

National Slot Details

\* Service Setting: Primary Care Network

\* Context Type: Care Related Encounter

\* National Slot Category: Care Home Visit

OK Cancel

- Keep the Service Setting as 'Primary Care Network' and Context Type as 'Care Related Encounter' on each slot type you create;
- Change the National Slot category as described in each slot type you create;
- We would advise you to keep the Name at the top the same as National Slot Category;
- Colours can be changed to suit your practice; we have chosen a pink background here for demonstration.

Complete as above and click 'OK'. Repeat for each slot type.



## Patient contact during care home round

(We have chosen a green foreground for demonstration)

The 'Slot Type Details' dialog box is shown with the following settings:

- Name: Patient contact Care Home Round
- Bookable Slot:
- Status Type: Appointments
- Embargo Type: (empty)
- Foreground colour: Green
- Background colour: White
- Slot Alert: (empty)
- Allow auto DNA:
- Send Notification:
- Icon: none
- National Slot Details:
  - Service Setting: Primary Care Network
  - Context Type: Care Related Encounter
  - National Slot Category: Patient contact during Car...

Buttons: OK, Cancel, Preview

## MDT meeting

(Choose Multidisciplinary Team meeting/Patient Collaboration planning)

The 'Slot Type Details' dialog box is shown with the following settings:

- Name: Multidisciplinary Team meeting
- Bookable Slot:
- Status Type: Appointments
- Embargo Type: (empty)
- Foreground colour: Black
- Background colour: White
- Slot Alert: (empty)
- Allow auto DNA:
- Send Notification:
- Icon: none
- National Slot Details:
  - Service Setting: Primary Care Network
  - Context Type: Care Related Activity
  - National Slot Category: Multidisciplinary Team mee...

Buttons: OK, Cancel, Preview



4. Once your slot types are created, you can create weekly sessions.

Choose slot type as you require. To the right, highlight the slots you want to change, right click and pick the slot type as shown:

Create Session

**Session Details**

Session Name:

Session Type: Timed appointments

Start Date:  from  to

Slot Duration:  minutes

Session Category: Default Non-List Category

**Session**

Time	Description
01:00	10 mins
01:10	10 mins
01:20	10 mins

All slots G

**Slot Properties**

General Info

Slot Type: Patient contact Care Home Round

Embargo:

Slot Notes:

Externally Bookable: No

Location:  Patient Facing Services Bookable

Service:  Blocked  Urgent

Recurrence:

Apply and Close Cancel

Here is an example:

**Monday**  
**02-May-2022**

Mo	Tu	We	Th	Fr	Sa	Su
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

test(01:00-01:30)	
Time	Description / Patient Name
01:00	Care Home Visit
01:10	Patient contact Care Home Round
01:20	Patient contact Care Home Round

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