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':
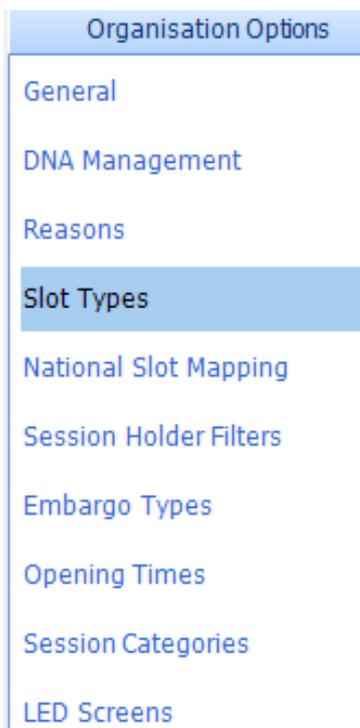
3. The following dialogues box will appear:

- 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)

MDT meeting

(Choose Multidisciplinary Team meeting/Patient Collaboration planning)

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:

Here is an example: