**EMIS – Booking Treatment Schedule**

**Purpose: This document provides guidance on how book a Treatment Schedule in EMIS.**

Click on the Appointments icon on the ribbon (when in Patient Administration) and select ‘Book Treatment Schedule’ - the **Add Patient Schedule** box appears:



* **Linked Care Episode** - will default to appropriate episode in Patient Administration
* **Service -** Relevant service should be selected
* **Schedule –** If schedule does not require an end date,appropriate should be selected (change start date where applicable)

*\*****If schedule requires an end date please follow guidance below\****

* **Dependency** – The correct dependency should be selected
* **Slot Type** should be selected as appropriate (Home Visit, Gym, Class etc.)
* **Location** should be selected as appropriate (Patients Home, Clinic, etc.)
* **Reason** – enter reason for visits, class etc.)

**If Patient Schedule requires an end date:**

In the ‘Schedule’ section of the ‘Add Patient Schedule’ screen select ‘New’ and click on the button:





* **Name** – Add reason / schedule name
* **Recurrence pattern –** select ‘Daily’ enter ‘1’ in the days field
* **Range of recurrence –**

Click on **OK**

The patient will now appear on the **Assignment List**