**EMIS – Booking an Appointment**

**Purpose: This document provides guidance on how to book a patient appointment in EMIS**.

Find your patient and highlight - click on **Appointments** and select **Book Assessment or Book Treatment Appointment** (WHEN IN Assessment booked or Treatment Waiting):



Finding the appointment slot:



\*Note:

* Select the relevant session holder’s name or select relevant filter if required
* Find and select appointment slot
* Click on **Book Appointment**



\*Note:

To extend the appointment slot time, click on **Advanced Criteria** (see above) and increase the number of **Consecutive Slots** (see adjacent screen shot) ie 2 slots. This will show you a double appointment slots.

Once appointment slot has been selected (as above), change slot to type and click on **Book**:



Enter a reason or notes where applicable

Print letter if applicable – click on magnifying glass to find letter