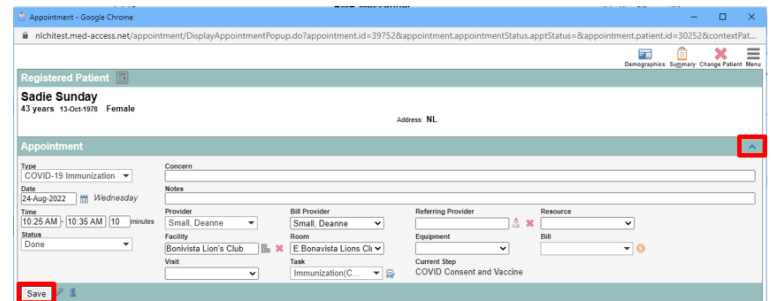
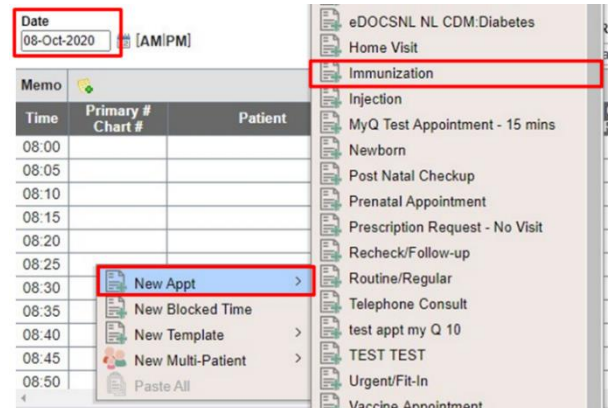


User Guide

Med Access: Manually Booking Immunization Appointments

Manually Booking Immunization Appointments

1. On your daysheet left click on the **Date** in the top left corner of the screen above the daysheet to select a date for the appointment.
2. Identify the desired time for the appointment on the daysheet and right click anywhere in that row to view the drop-down list.
3. Hover over **New Appt** and then select applicable appointment template from the drop-down list to open the 'Appointment' window.
4. Search for the patient in EMR. To learn how to search for a patient in EMR please refer to the [Searching for a Patient & Adding a New Patient](#) user guide.
5. Once in the 'Appointment' window, ensure that the correct date and time are selected for the appointment. *If you do not see the room field, ensure the Blue Chevron is pointed up to display the entire screen*
6. When all applicable fields in the 'Appointment' window are complete, click the **Save** button.
7. Verify that the patient's immunization appointment appears on the daysheet for the identified date and time slot. The immunization appointment has now been successfully booked in Med Access EMR.




Time	Patient	Primary # Chart #	Type	Concern Resource	Appt Status
08:10					
08:15	Sadie Sunday 13-Oct-1978 (43) F		Flu Immunization	Rebecca MacDonald Bonivista Lion's Club	Booked
08:20					

Please note: If appointment is displaying as Restricted – refer to the guide for [Unrestricting a Patient Chart](#)