

MASTERCARE
PAS



SHOW A DOCTOR AS UNAVAILABLE IN BOOKINGS

User Guide

www.mastercare.net.au

Before you start:

Before the workflow can begin, a dummy provider must be added to e-PAS.

If your e-PAS does not include a 'Dr Unavailable' listing, let our Support Team know and we can create this for you.

Editing the theatre session:

Go to **Appointment Scheduling > Sessions**

Once the provider's normal weekly session has been set up, a cancellation period must be added for the time frame in which they're away.

Click the 'Edit Within Session' button.

Choose the unavailable days for the weekly block (in this example, it's one day).

Start Date	End Date	Reason	Cancel Reference
23/10/2015	23/10/2015	On Holiday	Doctor Cancelled

Be sure to select the 'Doctor Cancelled' option in the 'Cancel Reference'

Session Date	Start Time	End Time	Provider	Facility	Status
19/10/2015	07:00	17:30	Smith, John (SMITH)	Occupational Therapy	
20/10/2015	07:00	17:30	Smith, John (SMITH)	Occupational Therapy	
21/10/2015	07:00	17:30	Smith, John (SMITH)	Occupational Therapy	
22/10/2015	07:00	17:30	Smith, John (SMITH)	Occupational Therapy	

Creating a visual indicator

Go to **Appointment Scheduling > Bookings**

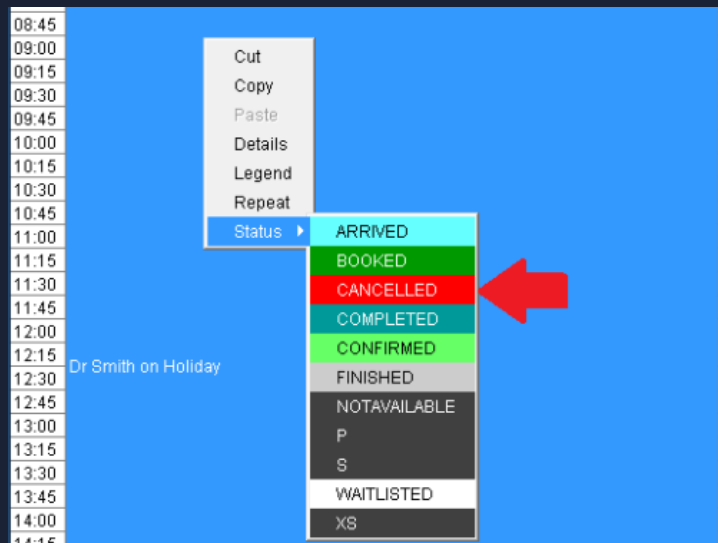
In the 'Booking' screen, add a day-sized booking with a dummy provider (**Dr Unavailable [AWAY]**) and type free text into the patient field the message you wish to show.

The screenshot shows a booking form with the following fields and values:

- Date: 19/10/2015
- Start: 07:00, End: 18:00
- Facility: Hydrotherapy
- Name: Dr Smith on Holiday
- Provider: Unavailable, {AWAY}
- Speciality: ADHOC ROLE TOUCH
- Book Type: Normal
- Reminder Period: 24 Hours Before
- Reminder Type: General Appointment

Buttons at the bottom: Up, Down, Now, Time, Align

This will create a filler booking that must immediately be changed to **Cancelled**.



You have now created a visual indicator of a provider's absence for the day. If the provider is away for more days, then this process must be for each of those days.

The screenshot shows the booking screen with a grid of time slots (05:00 to 14:15) and two columns: Hydrotherapy and Occupational Therapy. A large red block covers the Hydrotherapy column from 07:00 to 18:00, indicating a provider's absence. The Occupational Therapy column is highlighted in yellow. The bottom of the screen shows the booking details for the selected booking.

Booking Details:

- Date: 23/10/2015
- Start: 07:00, End: 18:00
- Facility: Hydrotherapy
- Name: Dr Smith on Holiday
- Provider: Unavailable, {AWAY}
- Speciality: ADHOC ROLE TOUCH
- Book Type: Normal
- Reminder Period: 24 Hours Before
- Reminder Type: General Appointment

NOTE: While the real provider's theatre session must be adjusted to include the unavailable days, only a cancelled dummy provider booking can be used in the bookings screen in order to avoid reporting errors.