

# AutoMed Systems – Consent Forms

This guide will take you through where to locate Consent Forms for Appointments in the AutoMed Dashboard, and how Patients can view and sign the Consent Forms.

## How do you get a Consent Form created?

Please reach out to the Support Team for Assistance.

## How does the Consent Form get sent to the Patient?

The Consent Form **must be linked** to a **specific appointment** in your **Practice Management System (PMS)**.

















*E.g., DASS21 can be linked to a Mental Health Check Appointment Type*

- Patients can view and sign the Consent form when booking their Appointment through AutoMed Systems booking platforms.
- If the Patient is booked via the Caller ID Systems, the Patient will receive an SMS, instructing them to complete the Form prior to their consult.

## Consent Form Locations

The Consent Forms are located in the Dashboard, under **Clinic Setup > Concierge Consent Forms**

From here, you can preview the forms.

Concierge Consent Forms		+ Add Consent Form					
Q Search Consent Forms							
Name		Version	Effective Date	Validity Period(days)	Enabled Online	Delete	
 Flu Vaccination	 Preview	1 <a href="#">Create new version</a>	2023-07-21	150	<span>Yes</span>	<input type="checkbox"/>	
 COVID Consent - Combined Gov Upd 17 Feb 2023	 Preview	1 <a href="#">Create new version</a>	2023-07-21	180	<span>Yes</span>	<input type="checkbox"/>	
 DASS 21	 Preview	1 <a href="#">Create new version</a>	2023-07-21	180	<span>Yes</span>	<input type="checkbox"/>	
 K10	 Preview	1 <a href="#">Create new version</a>	2023-07-21	180	<span>Yes</span>	<input type="checkbox"/>	
 Iron Infusion	 Preview	1 <a href="#">Create new version</a>	2023-07-21	365	<span>Yes</span>	<input type="checkbox"/>	
 Shingles	 Preview	1 <a href="#">Create new version</a>	2023-07-21	365	<span>Yes</span>	<input type="checkbox"/>	
 Implanon	 Preview	1 <a href="#">Create new version</a>	2023-07-21	1095	<span>Yes</span>	<input type="checkbox"/>	
 Mirena	 Preview	1 <a href="#">Create new version</a>	2023-07-21	1825	<span>Yes</span>	<input type="checkbox"/>	

# AutoMed Systems – Consent Forms

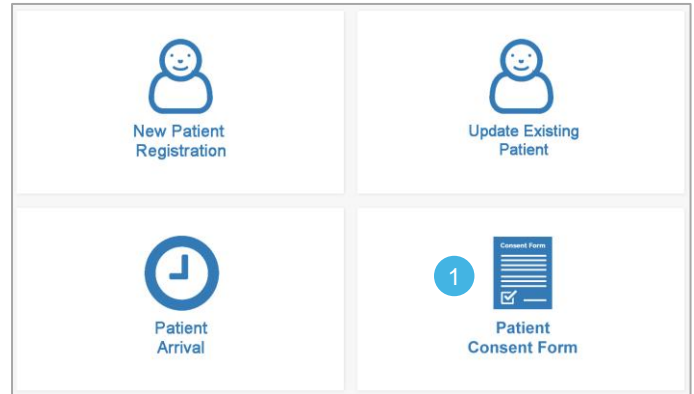
## Tablets and Consent Forms

Once created, all Consent Forms will be available for Patients to complete on your Tablets.

**Important!** Reception must search the Patient details on the Tablet prior to giving the tablet to the Patient. This is an important security requirement to prevent patients from accessing patient details.

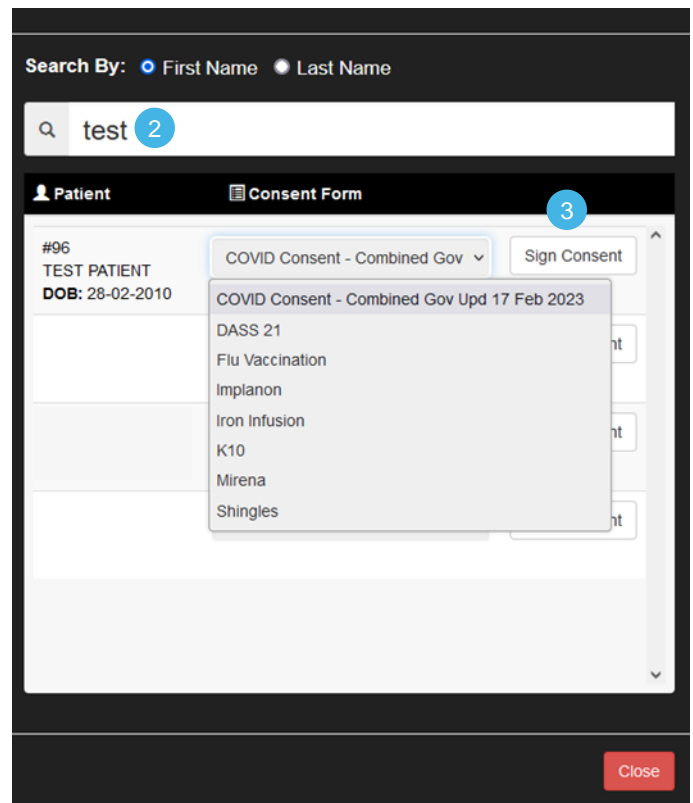
### From the Tablet:

1. Reception selects **Patient Consent Form**



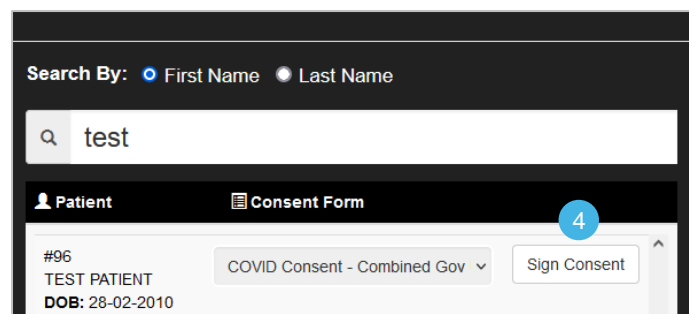
2. Search and select the **Patient**
3. Select the **Consent Form**

The Patient can then be given the Tablet to complete the Consent Form.



4. Patient **completes** and **signs** the Consent Form.

Once completed, the form will save in the **Patient file**.



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# AutoMed Systems – Consent Forms

## Patient Arrival

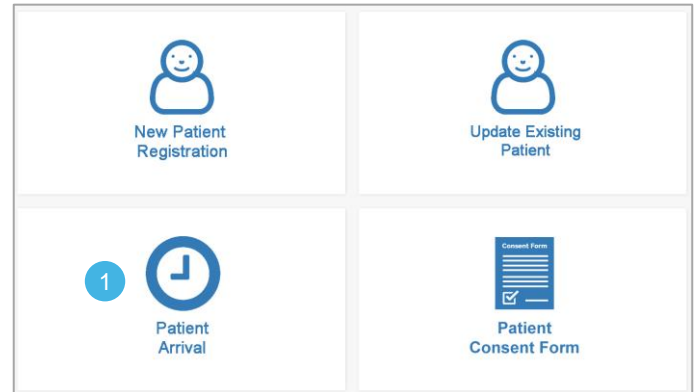
From your Tablet device, view Patients arriving at your clinic in the next hour, who have a Consent Form linked to their Appointment Type.

You'll be able to view if Patients have completed their Consent Form, or not.

Patients who have not completed their Consent form, can do so on the tablet when arriving at the clinic.

### From the Tablet:

1. Reception selects **Patient Arrival**
2. Select **Sign Consent**
3. Patient views the form on the Tablet and can select **Agree and Submit**




## AutoMed Demo Clinic

### Patient Arrival ✕

🕒 08:30AM	👤 David Allen	⊕ Dr Chris Matthews	⚠️ LATE
🕒 04:30PM	👤 Automed Test	⊕ Dr Chris Matthews	✅ <b>Consent Signed</b>
🕒 04:40PM	👤 Joan Putter	⊕ Dr Chris Matthews	<input type="button" value="Sign Consent"/> <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px; margin-left: 5px;">2</span>

Please sign with your fingertip on the line below.

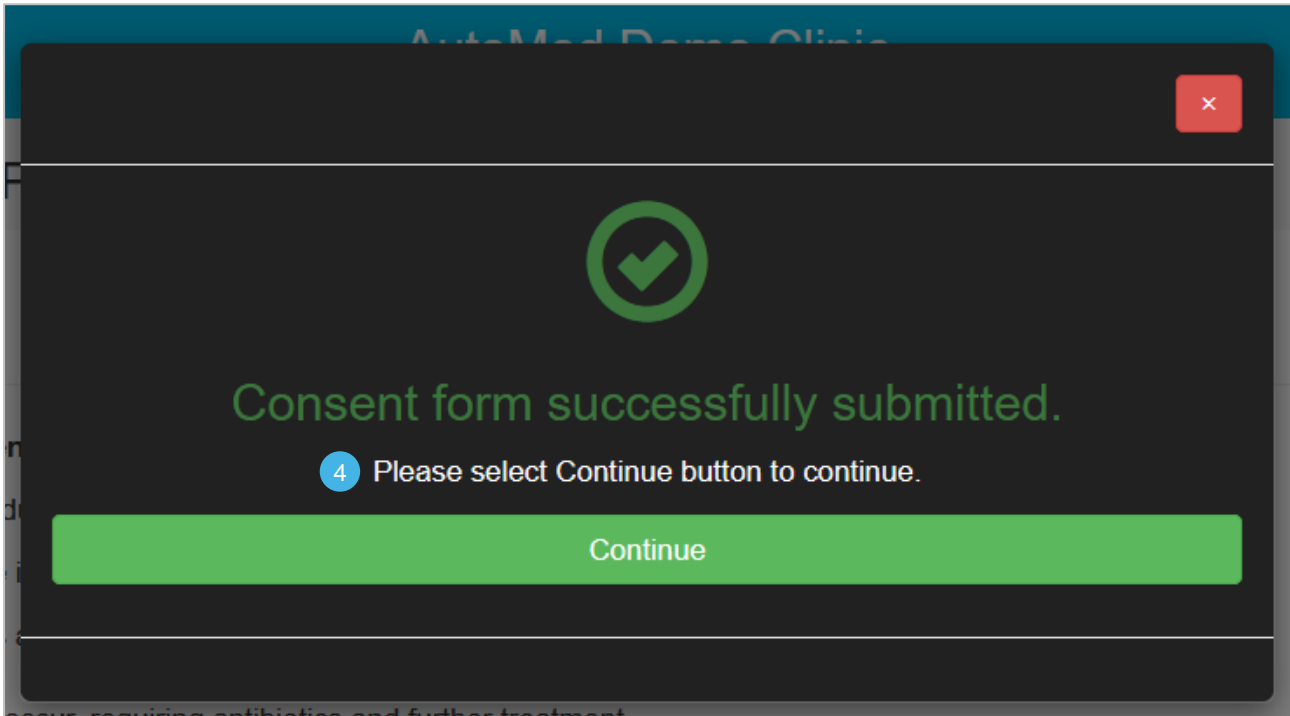


3

# AutoMed Systems – Consent Forms

## Patient Arrival, cont.

4. Click **Continue** to go back to Patient Arrival



It will now display **Consent Signed** in Patient Arrival. Once completed, the form will save in the **Patient file**.

AutoMed Demo Clinic			
Patient Arrival			
🕒 08:30AM	👤 David Allen	➕ Dr Chris Matthews	⚠️ LATE
🕒 04:30PM	👤 Automed Test	➕ Dr Chris Matthews	✅ Consent Signed
🕒 04:40PM	👤 Joan Putter	➕ Dr Chris Matthews	✅ Consent Signed

# AutoMed Systems – Consent Forms

## Appointment Book Audit - Consent Report

**Find this report:** In the AutoMed Dashboard, under **Utilities > Appointment Book Audit**

**Use this Report:** View upcoming appointments linked to Consent forms, and re-send forms if applicable via SMS.

### Appointment Book Audit Manage Templates

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**Audit Request Details**

<b>Report Type</b> Consent	<b>Location</b> 	<b>Doctor</b> Select Doctor	<b>Appt. Type</b> Select Appointment Type
<b>Start Date</b> 2022-10-28	<b>End Date</b> 2022-10-28		

Run Audit Export CSV

Q Search Total Rows: 5

Appointment Date	Appointment Time	Doctor	Appointment Type	Last Face-to-Face appt. date	Patient	Patient Preferred Name	Patient DOB	Patient Mobile	Attendance	Patient Status	Payment ID
			Immunisation			Steph			Confirmed	Active	Resend consent URL
			Immunisation			Philip				Active	Resend consent URL
			COVID-19 1st Dose			Isla				Active	Resend consent URL
			Immunisation			Steph			Confirmed	Active	Resend consent URL
			Immunisation			Philip				Active	Resend consent URL

### View Completed Forms:

Completed Consent Forms will have **Signed** in the Patient Row.

1. Click the **Sign Button** to preview the form

Active

✔ Signed
 1

### Resend the Form:

Patients who have not completed the form will have **Resend Consent URL** in their row.

1. Click the **Consent URL button** to resend the SMS instructing Patients to complete the Form prior to their consult.

Active

1

Resend New Patient URL

Active

Resend New Patient URL

Active

✔ Signed