

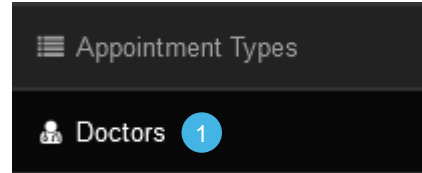
# AutoMed - Load a New Doctor Guide

This guide will take you through how to load a new Doctor profile and link the Doctor to appointments in the AutoMed Dashboard.

## Access Doctor's Profile

From the main menu:

1. Select **Doctors**



You'll be taken to the **Doctor's Profile** section of the Dashboard. Here, you'll be able to load new Doctors to link to appointments.

Doctors
Bulk Update Doctors Appt. Types

**Filter** -

Location: All Locations ▼  **Include Archived Doctors**

**Setup** -

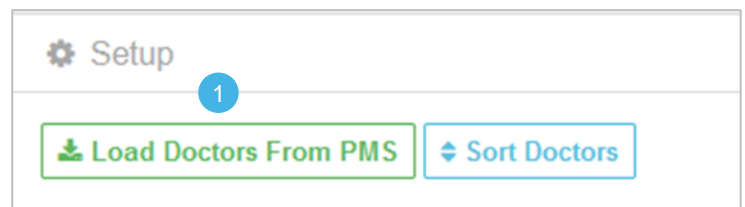
Load Doctors From PMS
Sort Doctors
Publish Changes

Id	Title	Name	Display Name	Verification Key	Url	Location	Nurse or Doctor	Display Only	Archived	Gender	Walk Ins	Appointment Reminders	Delete
	9	Mrs. Debbie O'Donnell	Debbie O'Donnell		<a href="#">show url</a>	AutoMed Test Clinic	Doctor			F	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	19	Dr Chris Matthews	Dr Chris Matthews	111111	<a href="#">show url</a>	AutoMed Test Clinic	Doctor			M	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	3	Dr Ivor Cure	Dr Ivor Cure	123456	<a href="#">show url</a>	AutoMed Test Clinic	Doctor	Yes		M	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	10	Dr Ivor Cure	Dr Ivor Cure		<a href="#">show url</a>	2nd Surgery	Doctor			M	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	1	Dr James Frederick	Dr James Frederick	111111	<a href="#">show url</a>	AutoMed Test Clinic	Doctor			M	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Load a New Doctor

1. Click on the **Load Doctors from PMS**

This loads all Doctor's profiles from your appt book(s)





**Please Note:** New doctors uploaded may have missing information or "null," appearing in their row.

You'll be able to update this information in the individual Doctor's profile.

## Update Doctor Profile

To update the Doctor:

1. Click on the **pencil icon** to select the Doctor

	Id	Title	Name	Display Name	Verification Key	Url	Location	Nurse or Doctor	Display Only	Archived	Gender	Walk Ins	Appointment Reminders	Delete
		9	Mrs. Debbie O'Donnell	Debbie O'Donnell		<a href="#">show url</a>	AutoMed Test Clinic	Doctor			F	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

You'll be taken to the Doctor's Profile

## Profile Details


Update the details you want to display online to your patients:

- Select their **Gender**
- Select Type as **Doctor**
- Enter a bio under **About Info**
- Upload a **Profile Picture** if required

**Pleas note:** Only tick the Archive tick box, if you want to hide the Doctor from the Doctor's Profile view

### Update Doctor

Note: Allowed image types jpegbmpjpng, Max upload size 2MB.  
For better result upload image of dimension larger than 500X500



[Browse To Upload Image](#)

[Remove Image](#)

Profile Details

Archive

**Title:**

**First Name:**

**Last Name:**

**Display Name:**

**Gender:**

**Type:**

**About Info:**

[Collapse All](#)

## Link Appointments

To link a Doctor to an appointment to display online:

Scroll down to **Appointment Settings**

1. Tick **Allow Appointments**
2. Enter the **Avg. Appt Duration** as 10 or 15 min
3. Tick the **Appointment Type** the Doctor needs to be linked to

Scroll down and click **Submit** to save the changes

**Please note:** Only enter **Duration** if the practitioner's duration for an appt type is different to the normal duration  
E.g. Cervical Screenings are set to 15min but the GP wants 30min allocated

Only enter a **Daily Limit**, if you want to limit how many patients can book the appointment with the Doctor per day.

⚙ Appointment Settings

**Allow Appointments**
 **Allow Walk Ins**
 **My Patients Only**
 **Display Only**
 **No New Patients**

1  **In isolation until**

**Avg. Appt. Duration:** 2  minutes
 **Room No:** 
**Room Name:**

**Link Appointment Types:**

Do NOT complete unless GP differs from the norm

	Disabled Online	Duration	Daily limit
<input checked="" type="checkbox"/> <b>Cervical Screening</b> <span>3</span>	<input checked="" type="checkbox"/>	Duration <input type="text"/>	5 <input type="text"/>
<input checked="" type="checkbox"/> <b>Procedure</b>	<input type="checkbox"/>	Duration <input type="text"/>	Daily limit <input type="text"/>
<input checked="" type="checkbox"/> <b>Counselling - 1st Consult</b>	<input type="checkbox"/>	Duration <input type="text"/>	15 <input type="text"/>

### Optional Settings

- Tick **Display Only**, if the doctor wants to be visible but wants patients to call to book
- Tick **My Patients Only** if the practitioner only accepts their own patients, and **No New Patients** if the practitioner does not accept new patients

**Please note:** The **My Patients Only** setting will look to see if a Usual Doctor has been assigned in Best Practice for the patient.









If a Usual Doctor has not been set, the system will go by the last Practitioner the patient has had a finalised visit with.

⚙ Appointment Settings

**Allow Appointments**
 **Allow Walk Ins**
 **My Patients Only**
 **Display Only**
 **No New Patients**

## Advance Settings

If you need to activate any of the below settings, please reach out to the **Support Team - [support@automedsystems.com.au](mailto:support@automedsystems.com.au)** before making any changes.

 OPTIONAL Doctor Specific Appointment Confirmation Options	—
 Repeat Scripts/Referrals Options	—
 Telehealth Options	—
 Doctor Notice	—
 Appointment Time Slot Filter	—
 Tyro Settings	—
 OPTIONAL Doctor Specific Message Tags	—
 Occupational Health Settings	—

[Submit](#)

## Save Changes

Click **Submit** to save changes

 Occupational Health Settings	—
--	---

[Submit](#)

You'll get **confirmation** that the change has been made.

### Update Doctor


[◀ Back to Doctors](#)

Information has been successfully updated. [×](#)

Click **Back to Doctors** to return to the Doctor's Profile screen.

[◀ Back to Doctors](#)

— Collapse All

 Profile Details

## Appointment Reminder Notification and Walk In Function

In the **Doctor's Profile** section of the Dashboard, you can enable and disable Appointment Reminders and Walk In Appointments for Doctors.

**Please Note:** The Walk In Appointment function is only active for clinics who are using a **Kiosk**.

**Doctors**
⚙️ Bulk Update Doctors Appt. Types

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Filter

Location: All Locations  Include Archived Doctors

Search Doctors

Setup

Load Doctors From PMS
Sort Doctors
Publish Changes

	Id	Title	Name	Display Name	Verification Key	Url	Location	Nurse or Doctor	Display Only	Archived	Gender	Walk Ins	Appointment Reminders	Delete
	9	Mrs. Debbie O'Donnell	Debbie O'Donnell			<a href="#">show url</a>	AutoMed Test Clinic	Doctor			F	<span style="color: red;">🔴</span>	<span style="color: red;">🔴</span>	<input type="checkbox"/>
	19	Dr Chris Matthews	Dr Chris Matthews		111111	<a href="#">show url</a>	AutoMed Test Clinic	Doctor			M	<span style="color: green;">🟢</span>	<span style="color: green;">🟢</span>	<input type="checkbox"/>
	3	Dr Ivor Cure	Dr Ivor Cure		123456	<a href="#">show url</a>	AutoMed Test Clinic	Doctor	Yes		M	<span style="color: red;">🔴</span>	<span style="color: green;">🟢</span>	<input type="checkbox"/>
	10	Dr Ivor Cure	Dr Ivor Cure			<a href="#">show url</a>	2nd Surgery	Doctor			M	<span style="color: red;">🔴</span>	<span style="color: green;">🟢</span>	<input type="checkbox"/>
	1	Dr James Frederick	Dr James Frederick		111111	<a href="#">show url</a>	AutoMed Test Clinic	Doctor			M	<span style="color: green;">🟢</span>	<span style="color: green;">🟢</span>	<input type="checkbox"/>

### Enable or disable Appointment Reminders

In, the Doctor's row:

1. Tick the Appointment Reminder toggle

When the toggle is green, the reminders are activated.

When the toggle is red, the reminders are deactivated

Gender	Walk Ins	Appointment Reminders	Delete
F	<span style="color: red;">🔴</span>	<span style="color: red;">🔴</span>	<input type="checkbox"/>

Gender	Walk Ins	Appointment Reminders	Delete
F	<span style="color: red;">🔴</span>	<span style="color: green;">🟢</span>	<input type="checkbox"/>

### Enable or disable Walk In Function

In, the Doctor's row:

1. Tick the Walk In toggle

When the toggle is green, Walk In Appointments are activated.

When the toggle is red, Walk In Appointments are deactivated

Gender	Walk Ins	Appointment Reminders	Delete
F	<span style="color: red;">🔴</span>	<span style="color: red;">🔴</span>	<input type="checkbox"/>

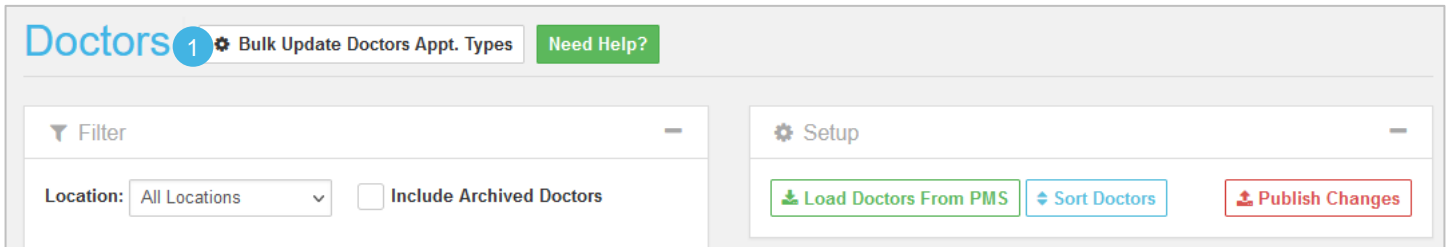
Gender	Walk Ins	Appointment Reminders	Delete
F	<span style="color: green;">🟢</span>	<span style="color: green;">🟢</span>	<input type="checkbox"/>

**Please Note:** The Walk In Appointment function is only active for clinics who are using a **Kiosk**.

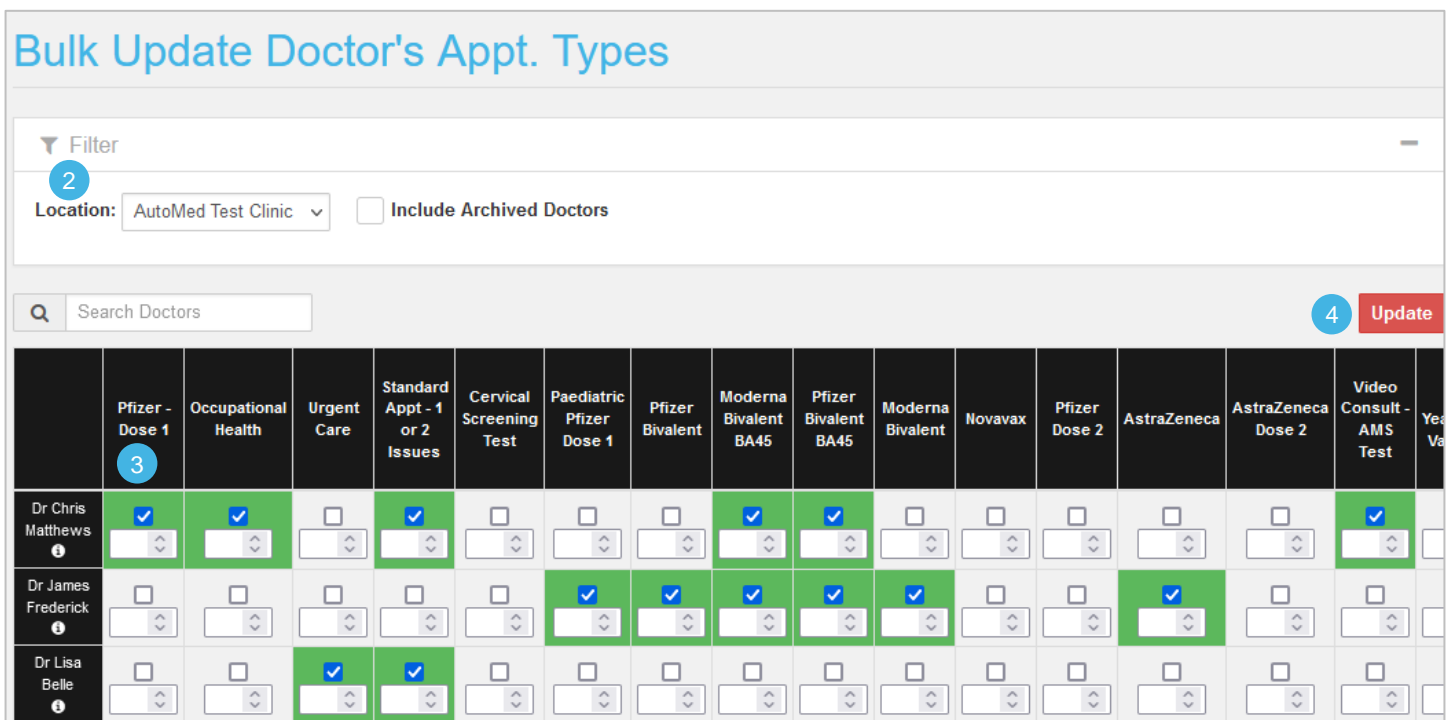
## Bulk Update Doctors Appt. Types

Bulk Update Doctors Appt. Types lets you link multiple Doctors to Appointment Types at once.

1. Click **Bulk Update Doctors Appt. Types** to access this area

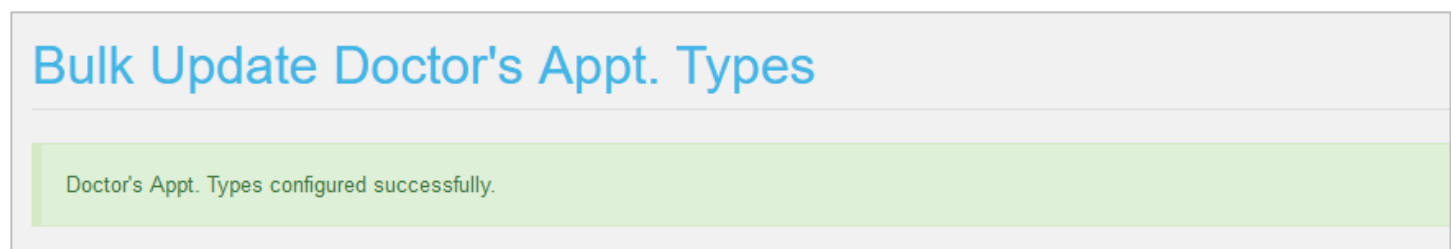


2. Select **Location** if required
3. Tick the **Appointment Type** the Doctor/s need to be link to
4. Click **Update** to save Changes



	Pfizer - Dose 1	Occupational Health	Urgent Care	Standard Appt - 1 or 2 Issues	Cervical Screening Test	Paediatric Pfizer Dose 1	Pfizer Bivalent	Moderna Bivalent BA45	Pfizer Bivalent BA45	Moderna Bivalent	Novavax	Pfizer Dose 2	AstraZeneca	AstraZeneca Dose 2	Video Consult - AMS Test	Yes
Dr Chris Matthews	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dr James Frederick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dr Lisa Belle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

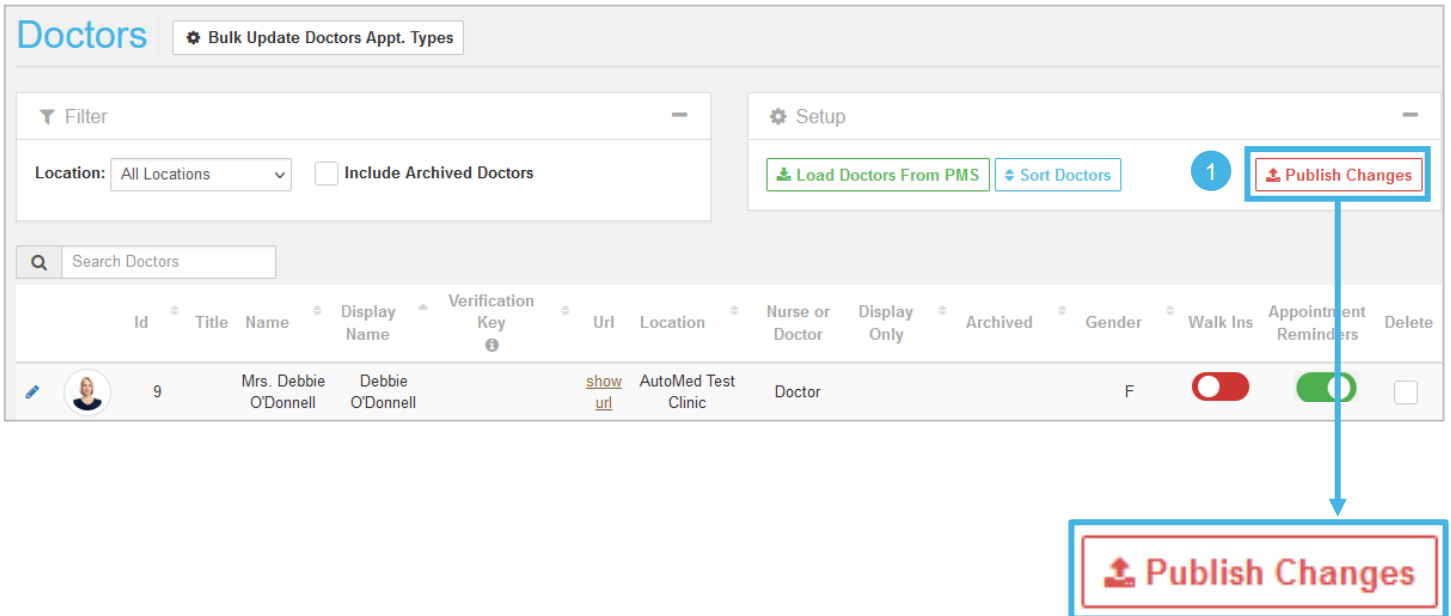
You'll get **confirmation** that the change has been made.



## Publish Changes

**Important:** To make any changes or updates live, you must click **Publish Changes**, in the Doctors Profile section.

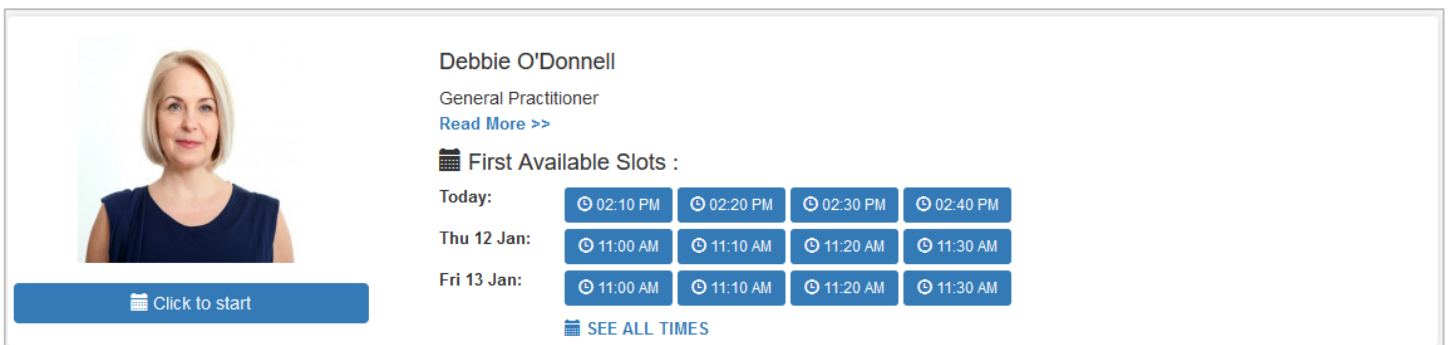
If you do not click Publish Changes, your Doctor's profile or updates will **not** show online.



The screenshot shows the 'Doctors' management page. At the top right, there is a 'Setup' section with a 'Publish Changes' button highlighted in red. A blue arrow points from this button to a larger, isolated version of the 'Publish Changes' button shown below.

1. Click **Publish Changes**, to make your updates available online.

The Doctor will now show display online in the booking portal.

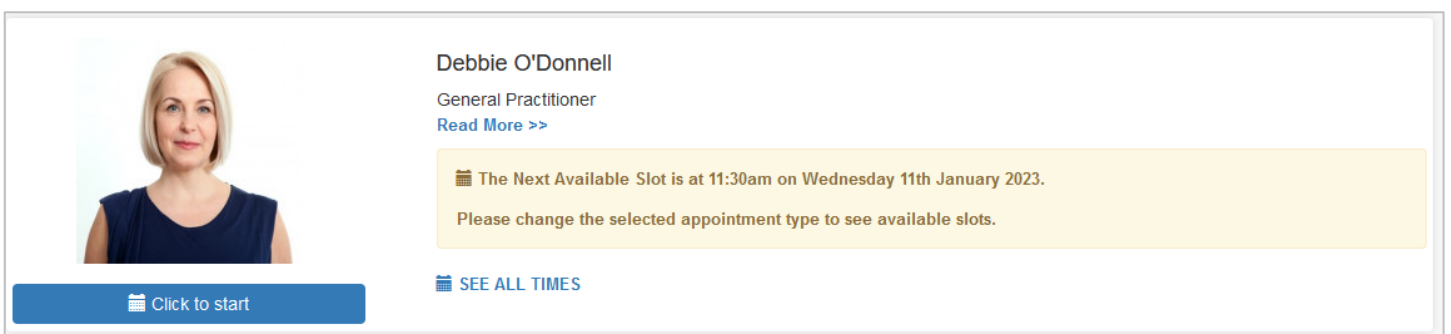


The screenshot shows a doctor's profile for Debbie O'Donnell, General Practitioner. It displays a 'Click to start' button and a calendar of 'First Available Slots':

Day	02:10 PM	02:20 PM	02:30 PM	02:40 PM
Today:	Available	Available	Available	Available
Thu 12 Jan:	Available	Available	Available	Available
Fri 13 Jan:	Available	Available	Available	Available

SEE ALL TIMES

**Please Note:** If Publish Changes has not been selected. The Doctor will display as the following:



The screenshot shows the same doctor's profile for Debbie O'Donnell. Instead of appointment slots, a yellow message box is displayed:

The Next Available Slot is at 11:30am on Wednesday 11th January 2023.  
Please change the selected appointment type to see available slots.

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