



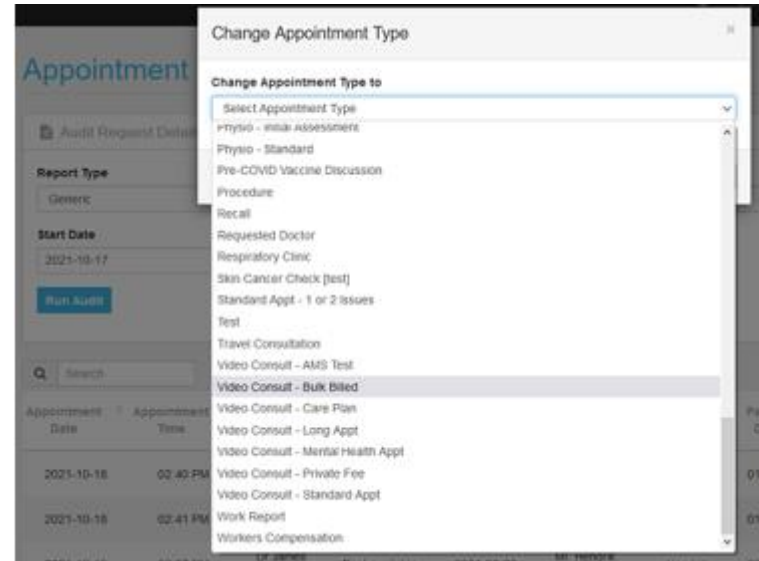
# Appointment Book Audit

# Why you need AutoMed's Integrated Appointment Book Audit

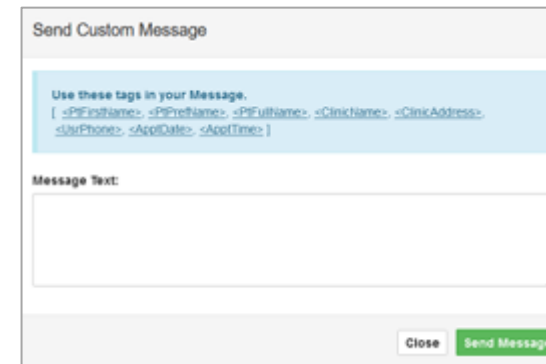
- ✓ The Utility is available to ALL Complete Solutions Services Package Users at no additional Monthly Fixed Cost.
- ✓ This Utility is the first of a range of features that enables clinics to Audit, Manage, Contact and Adjust their appointment book in bulk.
- ✓ Messages can be triggered specific to the Report Type.
- ✓ The Audit offer 6 Reports:
  1. Generic
  2. Payments
  3. New Patients
  4. Consent
  5. Missing Data
  6. Telehealth

# Generic Report

- ✓ Bulk actions within the Generic Reports allows you to either Bulk Change appointment types and to SMS all selected patients from the list.
- ✓ Sending a personalised text message to the selected patients is a powerful tool to quickly communicate to a selected list of patients, for example when a COVID clinic is cancelled, or a doctor is off sick.
- ✓ Select Generic Report Type and the remaining Filters required and Run Audit.
- ✓ Select from the filters with regard to; Location, Doctor, Appointment Type, Start date , End Date.



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
2021-10-18	02:40 PM	Dr James Frederick	First available		Mr. Test Automed	Test	01-01-2001			Active	
2021-10-18	02:41 PM	Dr James Frederick	First available	2017-03-21	Mr. Louis Bellamy	Louis	01-01-1970			Active	
2021-10-18	02:57 PM	Dr James Frederick	First available	2021-03-29	Mr. Hendrik Putter	Hendrik	30-03-1978	0452488096		Active	
2021-10-18	03:29 PM	Dr James Frederick	First available	2017-03-28	Mr Patrick O'Reilly	Patrick	20-04-1992			Active	



# Payments Report

- ✓ Payment Report lists all appointments that have an active AutoMed payment token directly linked to the appointment.
- ✓ This report is extremely helpful at the start and end of day.
- ✓ Clinics can use this to see which appointments AutoMed will pull into the billing cycle and to see if any appointments are still waiting for an invoice to be created in the clinic at the end of the day.

Patient Status	Payment ID
Active	AMED-1641507877-1852
Active	
Active	AMED-1642977424-1852
Active	AMED-1642836728-1852
Active	
Active	

Search													Total Rows: 2
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		
2021-10-18	12:40 PM	Dr James Frederick	Telehealth Consult	2021-10-12	Mr. Automed Test	Auto	01-01-2001	0452488096		Active			
2021-10-23	10:05 AM	Dr James Frederick	Telehealth Consult	2021-10-12	Mr. Automed Test	Auto	01-01-2001	0452488096		Active			

# New Patient Report

- ✓ The New Patients Report is extremely important to all clinics that take new patients.
- ✓ All new patients that are due to come in over the selected date range are listed, with an indicator if they completed the AutoMed New Patient Registration form.
- ✓ A new link can be sent to those patients who have not yet completed the registration form, prompting them to open a unique and secure link to complete their registration prior to the appointment.
- ✓ Clicking on the Signed icon displays the patient registration form with the ability to print a copy

Date Submitted: 2022-01-01 05:06:49  
Patient Name: Mr, Autobot nil Test  
Preferred Name: Autobot  
Date of Birth: 01-01-2001  
Birth Sex: M  
Preferred Pronoun: He/Him/His  
Gender Identity: Male  
ATSI:  
Ethnicity: Australian  
Country of birth: Australia  
Medicare No.: 1234567890  
Line No.: 1  
Valid To: 12-2023  
Do you have Concession Card?: No  
Do you have DVA(Department of Veterans Affairs) Card?: No  
Home address: 114c Watton Street Werribee 3030  
Postal address: 114c Watton Street Werribee 3030  
Email: alison@automedsystems.com.au  
Home Phone: 0397410477  
Work Phone: 0397410477  
Mobile: 0425841659

I consent to the practice contacting me by SMS and or email for the purposes of health information and reminders: Yes  
Clinical Reminders: Yes  
Results Notifications: Yes  
Appointment Reminders: Yes  
Health Campaign Notifications: Yes

Print Close

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
2021-10-18	03:31 PM	Dr James Frederick	First available		Ms. Jenni Putler	Jenni	23-08-2021	0452488096		Active	Resend New Patient URL
2021-10-18	02:40 PM	Dr James Frederick	First available		Mr. Test Automed	Test	01-01-2001	0401015309		Active	Signed

# Consent Report

- ✓ The Consent Report lists all appointments that are linked to an AutoMed digital form.
- ✓ AutoMed can link an interactive digital form to each appointment type.
- ✓ This report provides quick access to proactively view these documents, with the ability to resend a unique and secure URL link via text message to patient to complete the digital form prior to the consult.

**AutoMed Demo Clinic**  
Patient: Autobot Test  
Patient DOB: 01-01-2001  
Date: 18-11-2021

**COVID-19 VACCINATION**

**Consent form for COVID-19 vaccination**  
Before completing this form make sure you have read the information sheet on the vaccine you will be getting: Vaxzevria (AstraZeneca), Comirnaty (Pfizer) or Spikevax (Moderna).

If the person receiving the vaccination is aged below 18 years, this consent form must be signed on their behalf by a parent / carer / guardian.

**Medicare**

Yes No  
  Do you have a valid Medicare card? If you are not able to provide your Medicare card at the time of your vaccination, you will be turned away.

**About COVID-19 vaccination**  
People who have a COVID-19 vaccination have a much lower chance of getting sick from COVID-19. There are three brands of vaccine in use in Australia. All are effective and safe. You can have:  
- AstraZeneca if you are 18 years or over  
- Pfizer or Moderna if you are 12 years or over

There are three brands of vaccine in use in Australia. All are effective and safe. Most people require two doses initially. This is called the primary course. People with severe immunocompromise may require a third primary dose to bring their immune response up to optimal levels. People aged 18 years or over can have a booster dose of Pfizer or AstraZeneca six months or more after their primary course. To

[Print](#) [Close](#)

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
2021-10-19	04:40 PM	Dr Chris Matthews	Standard appt.	2021-10-12	Mr. Automed Test	Auto	01-01-2001	0452488096		Active	
2021-10-20	08:40 AM	Dr James Frederick	Standard appt.	2020-11-27	Mr. Mitchell Allen	Mitchell	15-03-1988	0452488096		Active	

# Missing Data Report

- ✓ The Missing Data Report is very similar to the New Patients report, with the difference that this report lists all existing patients that are missing key data.
- ✓ The data fields that are currently validated are ATSI, Address, Medicare Details and Emergency contact details.
- ✓ Patients that are missing any of these data fields are pulled into this report.
- ✓ A unique and secure link can be sent from this report, requesting patients to complete a registration form prior to their consult.
- ✓ All demographic data fields are written back into Best Practice and PracSoft automatically.

The report currently lists patients with the following missing fields:

- ❖ Physical Address
- ❖ DOB
- ❖ Mobile Number
- ❖ Emergency Contact Details
- ❖ Ethnicity
- ❖ email Address

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
2021-10-24	09:30 AM	Dr Chris Matthews	Standard appt.	2020-07-01	David Allen	David	06-10-1960			Active	

# Telehealth Report

- ✓ The Telehealth Report gives a consolidated view of the AutoMed Video Consults within the selected date range.
- ✓ For Clinics using the end-to-end AutoMed Video Service, a Video URL can be sent or re-sent using this interactive report.

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
2021-10-18	12:40 PM	Dr James Frederick	Telehealth Consult	2021-10-12	Mr. Automated Test	Auto	01-01-2001			Active	<a href="#">Resend Telehealth URL</a>